FSA
HANDBOOK

County Office Classification, Employment, and Pay Administration

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

27-PM
(Revision 1)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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County Office Classification, Employment, and Pay Administration 27-PM (Revision 1)	Amendment 19

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

Amendment Transmittal

A Reasons for Amendment

Subparagraph 133 A has been amended to:

- change the word “may” to “shall” when CED is considering designating lead program technicians in shared management operations

- clarify additional conditions which must be met to designate a lead program technician.

Page Control Chart		
TC	**Text**	**Exhibit**
	4-45, 4-46	

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Exhibits

Exhibits (Continued)

Part 1 Basic Provisions

1 Overview

A Handbook Purpose

This handbook provides policies and instructions on County Office:

- position classification
- employment
- pay administration.

B Applicability

The provisions in this handbook are applicable to all permanent and temporary non-Federal County Office employees.

C Sources of Authority

Sources of authority for County Office personnel management programs are:

- Soil Conservation and Domestic Allotment Act (16 U.S.C. 590), as amended
- 7 CFR Part 7, which governs FSA County and Community Committees.

1 Overview (Continued)

D Related Handbooks

The following FSA handbooks relate to County Office classification, employment, and pay.

Handbook	Purpose
* * *	* * *
15-AO	County and Community Committee elections
16-AO	State and County Office organization and administration
3-AS	forms and graphics management
25-AS	records management
* * *	* * *
3-BU	reporting County Office combinations or decombinations
1-CM	State and county codes and check digits
3-INFO	Privacy Act operations
* * *	* * *
97-FI	employee reimbursements
118-FI	travel management
*--5-PM	performance and awards--*
6-PM	training, including the COT program
* * *	* * *
8-PM	*--safety and health--*
17-PM	leave administration
22-PM	benefit programs for County Office employees
28-PM	County Office personnel processing requirements
*--32-PM	Federal pay provisions
34-PM	Worklife Programs--*
35-PM	employee benefits

2 Handbook Supplementation

A State Office Supplements

State Offices may issue the following materials:

- amendments to this handbook, according to 1-AS
- notices, according to 1-AS
- memoranda about personnel policy and procedure.

B Supplementation Requirements

This table lists the actions required for State Office supplementation of this handbook.

Responsible Office	Action
State Office	Send, to DAFO, 2 copies of each issuance in subparagraph A.
DAFO	• Ensure that supplements comply with DAFO policy. • Notify State Office when supplements do not reflect DAFO policy. • Submit 1 copy of each approved supplement to HRD for review.
HRD	• Review supplements for compliance with national policy and procedure. • Notify State Office, through DAFO, of supplement deficiencies.

3-14 (Reserved)

Part 2 General Position Classification

15 County Office C&PP

A C&PP Features

The County Office C&PP:

- covers all permanent and temporary non-Federal County Office positions
- is made of 2 parts that include C&PP for:
  - CED's
  - subordinate county positions
- ensures consistent pay for employees with similar duties and responsibilities
- uses grade levels and salaries comparable to Federal classification and pay
- provides for periodic national review of classification criteria to determine:
  - appropriateness for evaluating county positions
  - accurate application by State and County Office personnel.

B Responsibilities

DAM directs the development and maintenance of standards for C&PP.

DAFO responsibilities include:

- ensuring that C&PP provides adequate position evaluation criteria
- providing the final determination on classification appeals and waiver requests.

Specific classification responsibilities of State and County officials are in Parts 3 and 4.

16 Position Descriptions

A Components of Position Descriptions

This table lists the major parts of position descriptions for subordinate County Office and Field Office positions.

Part	Content
Heading	Title and grade of the position.
Introduction	Purpose of the position and type of work assigned.
Primary Duties	Major duties assigned to the position that are performed on a regular, recurring basis.
Supervision Received	• Supervisory controls exercised over the position. • Position's level of responsibility. • Extent to which work is reviewed.
Knowledge Required	Knowledge, abilities, and other qualifications required to perform the work.
Certification	CED and DD agreement that position description is accurate. ***--**If the position description includes FLP duties, FLM shall also certify that it is accurate.**--*** **Note:** No certification is required on CED position descriptions.

B Position Descriptions for COT's and CED's

Standard position descriptions are in Exhibit 4 for the following:

- COT, CO-5
- COT, CO-7
- COT, CO-9
- CED, CO-11
- CED, CO-12.

16 Position Descriptions (Continued)

C
Collateral Duties

Collateral duties:

- are performed in addition to the duties that determine the title and grade of a position
- shall be documented in an addendum attached to all copies of the employee's position description

--Note:** See Exhibit 4.4 for addendum to CED's position description when FLP loan approval authority has been delegated.**--

- do not influence the title or grade level of the position.

D
County Office Filing Requirements

For all non-Federal County Office positions, CED's shall:

- attach 1 copy of the position description to the employee's copy of SF-50-B that documents the assignment or change in duties
- maintain a file of position descriptions, including descriptions for vacant positions:
  - by title and grade
  - for 2 years after positions have been vacated.

E
Using Standard Position Descriptions

Standard position descriptions:

- are provided in this handbook for positions that have similar duties and responsibilities in many County Offices
- may be slightly modified as long as grade-controlling duties are not affected
- require CED certification and DD concurrence
- do not require an evaluation statement prepared by the State Office.

17-30 (Reserved)

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Part 3 Classifying CED Positions

Section 1 CED Classification and Pay Plan

31 CED C&PP Features

A Criteria for CED Grades

Criteria for CED grades are announced in official updates of CED C&PP.

B Basic Factors

*****--Three elements are used for CED grade determination:--*****

- management responsibility
- program participation
- program variety.

*** * ***

Exhibit 4.5 shows:

- elements used for CED classification
- definition of each element at CO-11 and CO-12.

Additional details are provided with each C&PP update.

C Data Used to Determine Grades

CED grades are determined as follows:

- *****--County Office must meet 2 of the 3 elements every 2 years **before** official update
- by using data provided by PSCAO, CSSG on:--*****
  - program participation
  - program payments.

D CED at Large Positions

Exhibit 5 includes CED at Large positions.

*****--These positions are reserved by FSA for special use needs only. State Offices are not authorized to create these positions without specific written authorization by DAFO and HRD.--*****

32 CED Grade Changes

A Full Performance Level

The full performance level for CED positions is either CO-11 or CO-12.

B Grade Determination

*****--To support CO-12, CO-12 **must** meet 2 of the 3 elements (subparagraph 31 B).--*****

If the criteria for CO-12 are **not** met, the authorized grade for the County Office is CO-11.

C Policy on Grade Change

CED positions shall be upgraded only when authorized by HRD.

Each C&PP update shall provide processing requirements for effecting grade changes.

D Downgrades

CO-12 positions that do **not** meet the CO-12 requirements in a C&PP update will be re-evaluated by HRD when vacant to determine grade at which the positions shall be filled. Immediate downgrades are **not** required.

E Qualification Requirements

CED's shall meet time-in-grade requirements before being promoted to a higher-graded position.

32 CED Grade Changes (Continued)

F Reviewing CED Grades

--**CED grades will be reviewed every 2 years based on the most recent data available.**--

The criteria of C&PP will be updated as needed to reflect current programs and responsibilities.

Reclassification of CED positions will be authorized on a county-by-county basis as major changes in CED responsibilities occur.

33 (Withdrawn--Amend. 2)

34 Performance Requirements for Upgraded CED Positions

*** * ***

A Satisfactory Performance

***--**Based on the FSA 5 Tier Performance Appraisal System Summary Appraisal:

- CED's must have a minimum summary rating of "Fully Successful" before they are eligible for converting to a higher grade
- DD and COC shall verify CED's current rating of record
- DD and COC shall submit documentation of satisfactory performance determination to the State Office.

B Unsatisfactory Performance

If CED's performance rating is not "Fully Successful" or above, CED shall not be upgraded.**--***

STC shall inform CED's, in writing, of:

- specific deficiencies in performance
- training plans and performance improvement period to provide CED an opportunity for improving performance.

C Performance Improvement Period

CED whose performance was unsatisfactory may be upgraded after successfully completing a performance improvement period. The assessment period shall not last longer than 6 months.

If CED does not demonstrate satisfactory performance at the end of the assessment period, CED may be separated or placed in another position for which qualified. CED may appeal the separation notice according to appeal procedures.

35 (Withdrawn--Amend. 2)

36 Correcting Misactions

A Correcting Grade

*****--If CED position is improperly graded during implementation of a C&PP update, take corrective action.**--***

B Effective Date

Corrective actions shall be retroactive to the announced effective date of the C&PP update.

37 Classification Appeals

A Appeal Procedures

CED may appeal the grade of his or her position to DAFO at any time.

COC and STC shall sign CED appeal requests to indicate concurrence before submission to DAFO.

B Appeal Documentation

The appeal shall:

- state clearly the reasons the appellant feels the position is graded incorrectly
- address specific CED C&PP classification elements
- include facts supporting the appeal.

C Factors Not Considered

Appeals shall **not** be based on:

- nonrecurring activities such as *** * *** ad hoc programs
- farm loan responsibilities unless CED has full FLP management responsibility and loan approval authority
- personal characteristics or interests of the incumbent CED
- comparison to other positions
- ***--**County Office errors in activity reporting**--***
- County Office staffing
- work not performed during the years covered by the most recent CED C&PP update.

D Effective Date

The effective date of a grade change resulting from a classification appeal will be specified in the appeal response.

E Final Decisions

DAFO decisions on classification appeals are final.

38 Grade Changes Between C&PP Updates

A Grades for New Combinations

When County Offices combine between official updates of C&PP, HRD shall:

- determine the authorized grade for combined offices according to C&PP criteria
- notify the State Office, through DAFO, of the authorized grade for the combination.

B Grades for New Decombinations

When County Offices decombine between official updates of C&PP:

- County Offices shall provide data needed for grade determination to HRD
- HRD shall:
    - determine authorized grades
    - notify the State Office, through DAFO, of the authorized grades for the decombined County Offices.

Note: See paragraph 54 about the impact of discontinuing a shared management operation.

39-51 (Reserved)

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Section 2 Shared Management Program

52 Program Features and Requirements

A Basic Program Features

The Shared Management Program results when one CED manages 1 full-time County Office ***--**and 1 or more full-time or part-time suboffices.**--***

The suboffice in a shared management operation does not have CED or Program Technician in Charge.

B Agreement With NASCOE

See Exhibit 8 for the agreement between FSA and NASCOE for the Shared Management Program.

C Approval Requirements

--**COC's and SED's have the authority to request shared management operations be established. STC's have authority to initiate or act on all shared management requests. After STC receives or initiates a request for the implementation of shared management, STC or**-- its representative shall meet and work with the affected COC's to:

- obtain their concurrence
- determine which county shall be designated as the headquarters office.

STC's and SED's shall document the following in the STC minutes:

- reasons for shared management
- statement that all requirements have been met in the implementation process.

--**If COC concurrence cannot be obtained, STC has the authority to implement the shared management operations. Any affected COC may request and receive a full review of the**-- process or STC decision by DAFO.

Before STC approval of the establishment of a shared management operation, SED shall consult with the NASCOE State affiliate.

--Notes:** DAFO retains the authority to initiate and effect establishment of shared management operations.**--

The Secretary or the Administrator, if designated, has the authority to mandate or veto the closing or establishment of any office, with or without the agreement of the officials and offices listed in this subparagraph.

52 Program Features and Requirements (Continued)

D Separating CED's

If establishing a shared management operation will result in the separation of CED, COC's shall separate CED using RIF procedures after:

- mutually interviewing CED's
- determining which CED is best qualified for retention.

Note: See paragraph 327 for RIF procedures.

E State Office Responsibilities

State Offices shall:

- ***--**notify DAFO, OBF/BUD, and HRD of establishment of shared management operations

- enter shared management information into the County Office Structure Report located at **https://fsa.sc.egov.usda.gov/mgr/DAFO/Shared_Mgmt/Farm/AllItems.aspx**.

F County Office Responsibility

County Offices shall transmit approved changes in shared management offices to OBF**--*** through the State Office.

53 CED Grades for Shared Management Operations

*** * ***

A Grade Level

***--**The authorized CED grade for all shared management operations that meet 2 of 3 modified shared management elements is CO-12. See Exhibit 4.5. CED must meet time-in-grade and performance requirements before being promoted.

B Temporary Shared Management Operations

For temporary shared management operations that are expected to last more than 30 calendar days, any applicable upgrades for CED's should be effective on the beginning of the first**--*** pay period following the effective date of the shared management operation. The temporary promotion should not exceed 120 calendar days. If the temporary shared management operation lasts for more than 120 calendar days, SED and STC shall meet with COC to work out a permanent option.

--**When a temporary shared management operation is terminated, CED who received a temporary promotion shall:**--

- return to the former grade and set salary according to subparagraph 700 D
- receive any WGI that may have otherwise been due during the intervening period
- not lose any waiting time for WGI because of the temporary promotion
- ***--**not be eligible for grade and pay retention unless the temporary promotion has been extended beyond 52 weeks.**--***

Upgrades are not authorized for CED's in temporary shared management operations that last fewer than 30 calendar days.

C Time Limitation on Temporary Shared Management Operations

Temporary shared management operations shall not exceed 120 calendar days.

If a temporary shared management operation is expected to last for more than 120 calendar days, STC or SED shall meet with COC to work out a permanent option.

Exceptions to the 120-calendar-day limitation shall be approved in advance by DAFO.

54 Discontinuing Permanent Shared Management Operation

A Discontinuing Operation

A shared management operation is discontinued when any of the following actions occur:

- the CED position in the suboffice is filled
- responsibility for managing the suboffice is moved to another headquarters County Office
- the suboffice is closed.

B Approval Required

STC approval is required to discontinue a permanent shared management operation.

C Notification Requirements

State Offices shall notify DAFO, BUD, and HRD when discontinuing a permanent shared management operation.

D Impact on CED in Headquarters Office

When a permanent shared management operation is discontinued, HRD will determine grades of affected CED positions.

If CED is downgraded, the time not used to grant WGI shall be credited toward the WGI waiting period when placing CED in the lower grade.

See subparagraph 719 C.

54 Discontinuing Permanent Shared Management Operation (Continued)

E
Impact on Other Positions

Subparagraph:

- 133 D describes the impact of discontinuing a shared management operation on Program Technician positions in the affected offices
- 134 F describes the impact of discontinuing a shared management operation on the Chief Program Technician position in the office.

55 Involuntary Discontinuance of Shared Management Operation

A
Policy

If discontinuance of a shared management operation is mandated during Agency or Departmental restructuring, CED in the headquarters County Office shall:

- revert to his or her former grade
- have pay set according to paragraph 700 or 719, as appropriate.

56-66 (Reserved)

Section 3 CED Reports * * *

67 Reports

A Reporting to State Offices

HRD shall provide each State Office with:

- a report for each C&PP update indicating authorized CED grades
- criteria used in determining authorized grades.

B Reporting to HRD

*** * *** State Offices shall provide HRD with data as needed to monitor CED grades.

68 (Withdrawn--Amend. 2)

69-101 (Reserved)

Part 4 Classifying Subordinate County Positions

Section 1 Classification and Pay Plan

102 C&PP for Subordinate Positions

A
C&PP

C&PP for subordinate positions provides:

- a narrative system for describing and evaluating permanent and temporary positions
- grade level criteria that conform to OPM classification standards
- position descriptions for jobs that have been standardized on a nationwide basis.

B
Basic Factors

C&PP basic classification factors that apply to all subordinate County Office and field positions are listed in this table.

Factor	Element Included
Nature of assignments	• Purpose of the position • Kind of work performed
Position characteristics	• Duties assigned to the position • Variety and complexity of work activities
Supervision received	Level of responsibility, including: • independence in performing the work • decisionmaking authority • nature of instructions from the supervisor • manner in which work is reviewed.
Knowledge required	• Subject matter knowledge required • Procedural knowledge required • Judgment required to apply procedural guides • Ability required to solve problems

Continued on the next page

102 C&PP for Subordinate Positions (Continued)

C
Additional Factors

C&PP provides additional classification factors that apply to Chief Program Technicians, Program Technicians in Charge, and Chief Field Assistants.

D
Consistency in Applying Factors

Exhibit 11:

- includes questions and answers about the classification of County Office positions
- should be used to ensure consistency in using factors provided by C&PP.

E
Titles and Grades

Exhibit 5 provides authorized titles and FLSA status for County Office and field positions.

F
Classifying Mixed Positions

Mixed positions are those that include a combination of office and field responsibilities. Classify mixed positions according to this table.

IF the majority of an employee's time is spent performing...	THEN...
field work	• assign the appropriate field position job title • apply the criteria for classifying field positions.
office work	• assign the appropriate office position job title • apply the criteria for classifying office positions.

103 Classification Responsibilities

A CED Responsibilities

CED's shall:

- assign duties and responsibilities to subordinate employees to ensure efficient, economical operations

•*****--use any available activity reports as a guide to:--*****

  - make work assignments
  - identify significant programs in the County Office

    Note: Work in a significant program would normally occupy at least 25 percent of the employee's time.

- prepare job descriptions for County Office and field employees by:

  - selecting an appropriate standard job description
  - writing a job description if a standard description does not apply
  - certifying the accuracy of new position descriptions and obtaining DD concurrence
  - obtaining FLM certification on position descriptions that include FLP responsibilities
  - reviewing sample position descriptions in Exhibit 12

- determine and recommend the following to COC:

  - positions needed
  - grade levels
  - reclassifications based on permanent changes in assigned responsibilities

103 Classification Responsibilities (Continued)

A CED Responsibilities (Continued)

- ensure that position descriptions are accurate by:
  - reviewing duties and responsibilities of all County Office and field positions at least annually
  - rewriting position descriptions within 30 calendar days of program reassignments
  - submitting rewritten job descriptions through COC and DD to State Office for classification certification
- take action to downgrade positions if grade level criteria are not met

- ***--**based on paragraph 134, justify or re-justify Chief Program Technician positions when vacant or when major program, office staffing, or policy changes occur.**--***

B COC Responsibilities

COC's shall:

- evaluate position recommendations made by CED
- ensure that acceptable performance is documented in the COC's executive minutes before promoting any subordinate employee, according to paragraph 378
- obtain DD concurrence on position recommendations
- submit approved recommendations and personnel action requests through DD to the State Office, and include:
  - position title
  - a copy of the job description
  - ***--**justification or re-justification for Chief Program Technician position**--***
  - recommended grade
  - certification by CED and DD.

103 Classification Responsibilities (Continued)

C State Office Administrative Officer Responsibilities

Chief, Administrative Division, State Office, shall:

- classify County Office and field positions based on job descriptions submitted by CED through COC and DD
- review proposed:
  - positions to ensure conformance with staffing guides
  - grade changes for conformance with C&PP
- ***--**sign classification certification as shown in Exhibit 12.

  Note: Administrative Officers in State Offices that use AD-332 may sign in item 29 to certify that the position has been classified according to the criteria in this handbook.**--***
- maintain current records of all authorized positions for each County by position title and grade level
- ensure that CED's:
  - conduct annual position reviews
  - maintain accurate position descriptions for County Office employees
- ensure appropriate personnel actions are processed.

103 Classification Responsibilities (Continued)

D In Absence of Administrative Chief

If the Chief, Administrative Division is absent, SED shall designate a representative at GS-7 or above to carry out functions in subparagraph C.

E STC and SED Responsibilities

STC's and SED's shall:

- provide guidance and direction on C&PP policy
- use classification authority as an overruling action
- request assistance from DAFO as needed to resolve difficult classification questions.

F HRD Responsibilities

*****--HRD shall, when needed, conduct:--*****

- reviews of County Office position descriptions
- onsite desk audits with County Office employees.

104 Classifying Positions

A Classification Process

The Chief, Administrative Division, or designee, shall follow this table when classifying positions.

Step	Action
1	Review the job description to identify major duties assigned to the position.
2	Determine the type of assigned work by comparing major duties with those described in the following factors: • nature of assignment • position characteristics.
3	Assign appropriate title.
4	Review grade distinguishing factors for the type of position being classified.
5	Compare factors to the work described in the job description.
6	Consider specific grading criteria for: • Chief Program Technicians • Program Technicians in Charge • Chief Field Assistants.
7	Assign appropriate grade.
*--8	Ensure that grade is based on responsibilities in significant program areas.--*
9	Certify that the position is correctly classified according to paragraph 103 or Exhibit 12 of this handbook. Note: Evaluations are not required when standard job descriptions are used without change.

105 Qualification Requirements

A **Policy on Qualification Requirements**	Employees shall meet minimum qualification requirements for the position and grade level to which they are assigned. See Part 5, Section 5.

106-123 (Reserved)

Section 2 Classifying Program Technician Positions

124, 125 (Withdrawn--Amend. 16)

126 Factors Applicable to All Grade Levels

A Nature of Assignments

Program Technicians perform office activities related to 1 or more programs.

B Terms Relating to Program Technician Positions

This table lists terms used in describing and grading Program Technician positions.

Term	Definition
Assists	Provides clerical or technical support to 1 or more higher graded employees.
Works independently	Carries out assignments in 1 or more programs. Applies broad working knowledge of assigned programs sufficient to complete most program transactions without supervisory assistance.
Is the expert	Has primary responsibility for assigned program operations and requirements. Applies thorough knowledge of assigned programs sufficient to: • handle a full range of standard and nonstandard assignments • resolve a variety of nonrecurring problems independently • process difficult and complicated transactions • interpret and apply regulatory and procedural requirements • be recognized by County Office employees, CED, COC, DD, and program participants as the County Office's technical specialist in assigned programs.

126 Factors Applicable to All Grade Levels (Continued)

C Position Characteristics

Typical Program Technician duties include:

- assisting producers by:
  - explaining FSA programs
  - outlining program application procedures and accepting applications
  - determining program eligibility
  - computing and issuing program payments
- maintaining program files and records, including automated activities
- updating and maintaining program handbooks
- composing letters and informational material
- performing office compliance work, including:
  - preparing county maps before flights
  - scheduling compliance checks
  - reviewing and digitizing aerial photographs
  - notifying producers of determined acreage
- performing administrative work, including:
  - maintaining bank account and financial registers
  - reviewing and submitting personnel documents
  - preparing and transmitting T&A’s
  - requisitioning office supplies
  - processing election documents
  - calculating travel costs and reimbursements

126 Factors Applicable to All Grade Levels (Continued)

C
Position Characteristics (Continued)

- processing and servicing agricultural credit loans, including:
  - providing information to borrowers
  - accepting loan applications
  - conducting lien searches
  - collecting and processing loan payments
  - maintaining related records
- operating computer console
- maintaining effective contacts with individuals and businesses
- assisting other employees.

D
Exhibit 16

Exhibit 16 summarizes grade distinguishing factors for Program Technician positions.

127 CO-3 Program Technician Positions

A
Factors for CO-3 Positions

This table lists the general characteristics and grade distinguishing factors for permanent and temporary Program Technician positions at the CO-3 level.

General Characteristics	Supervision Received	Knowledge Required
The CO-3 Program Technician serves at the basic trainee level and works on different assignments as required.	The employee: • works under close supervision • makes decisions on routine matters only • refers problems to a higher graded employee • receives detailed instructions on assigned tasks and job priorities • submits completed work to a higher graded employee.	The work requires: • limited working knowledge of assigned program provisions • knowledge of office clerical procedures • ability to perform routine aspects of the work and to recognize problems that need to be referred to others • ability to assume additional responsibility in assigned programs.

128 CO-4 Program Technician Positions

A

Factors for CO-4 Positions This table lists the general characteristics and grade distinguishing factors for permanent and temporary Program Technician positions at the CO-4 level.

General Characteristics	Supervision Received	Knowledge Required
The CO-4 Program Technician typically serves at the advanced trainee level and: • assists higher graded employees in a variety of programs • acquires increasing knowledge of assigned program operations. **Note:** The Program Technician at this level may carry out segments or specific tasks in 1 or more programs, but is under closer supervision than is typical of higher grade levels.	The employee: • carries out recurring assignments independently • makes routine decisions according to established procedures and guides • works under general supervision, referring unusual situations to CED or other higher graded employee • submits completed work for supervisory review.	The work requires: • working knowledge of assigned program provisions • general knowledge of procedural aspects of the assigned programs • judgment to select and apply guidelines • ability to solve recurring problems independently using established precedents and guides.

129 CO-5 Program Technician Positions

A
Factors for CO-5 Positions

This table lists the general characteristics and grade distinguishing factors for permanent and temporary Program Technician positions at the CO-5 level.

General Characteristics	Supervision Received	Knowledge Required
The CO-5 Program Technician: • serves at the first independent working level • performs segments or specific tasks within 1 or more programs.	The employee: • works independently according to accepted practices and procedures • resolves most standard problems • receives specific instructions on assignments that do not have clear precedents • submits completed work for supervisory spot check.	The work requires: • broad working knowledge of assigned program provisions • detailed knowledge of procedural aspects of assigned programs • judgment to locate and select the most appropriate guidelines for specific situations • ability to resolve a variety of standard problems.

130 CO-6 Program Technician Positions

A
Factors for CO-6 Positions

This table lists the general characteristics and grade distinguishing factors for permanent and temporary Program Technician positions at the CO-6 level.

General Characteristics	Supervision Received	Knowledge Required
The CO-6 Program Technician works independently in a single program. **Note:** The CO-6 Program Technician with responsibility in 2 or more programs has progressed beyond the first independent working level, but works under closer direction than required at the CO-7 level.	The employee: • works with considerable independence according to accepted practices and procedures • resolves most day-to-day operating problems • receives guidance or supervisory instructions only on assignments that do not have clear precedents • has occasional spot check of completed work.	The work requires: • broad working knowledge of assigned program provisions • general knowledge of relationships with other programs • detailed knowledge of the procedural aspects of the assigned program • judgment to locate and select the most appropriate guidelines for specific situations • ability to resolve a variety of day-to-day operating problems without supervisory assistance.

131 CO-7 Program Technician Positions

A
Introduction

This paragraph covers the 2 types of CO-7 Program Technician positions.

B
Factors for CO-7 Positions That Are Not Experts

The following table applies to permanent and temporary CO-7 positions with multiple program responsibility.

General Characteristics	Supervision Received	Knowledge Required
The CO-7 Program Technician has full independent responsibility in 2 or more programs. **Note:** This level is not appropriate for positions whose only responsibility is to assist or serve as backup to 1 or more higher graded positions.	The employee: • works with considerable independence according to accepted practices and procedures • resolves most day-to-day operating problems • receives guidance or supervisory instructions only on assignments that do not have clear precedents • has occasional spot check of completed work.	The work requires: • broad working knowledge of assigned program provisions • general knowledge of relationships with other programs • detailed knowledge of the procedural aspects of assigned programs • judgment to locate and select the most appropriate guidelines for specific situations • ability to resolve a variety of day-to-day operating problems without supervisory assistance.

Continued on the next page

131 CO-7 Program Technician Positions (Continued)

C
Factors for CO-7 Expert Positions

There may be no more than 1 expert in a program. See subparagraph 133 C for expert designation in shared management offices.

This table lists the general characteristics and grade distinguishing factors for permanent and temporary CO-7 program expert positions.

General Characteristics	Supervision Received	Knowledge Required
The CO-7 Program Technician is recognized as the expert in 1 or more programs.	The employee: • works under very limited supervision, but keeps the supervisor informed of activities and potential problems • carries out work independently, including resolving most problems or conflicts that arise • receives few specific instructions, but may request assistance when no clear precedents are available • receives only a cursory review of completed work.	The work requires: • thorough knowledge of assigned program operations, requirements, and characteristics • thorough knowledge of relationships with other programs • judgment to interpret and apply regulatory and procedural requirements applicable to the assigned program • ability to resolve most problems in the assigned program, including seeking alternative solutions based on analysis of program requirements.

132 Counter Program Technicians

A
Establishment Criteria

Counter Program Technician positions may only be established in offices where there is a significant need for a program generalist to serve at the counter.

The following must agree that establishing a Counter Program Technician position is justified:

- CED
- DD
- COC.

B
Limiting Grade Level

The highest authorized grade for a Counter Program Technician is CO-6. Use CO-5 **only** when an employee is in a progression to the CO-6 level. This includes situations in which the employee:

- does not meet qualification requirements for the CO-6 level
- works under closer supervision than is typical of the CO-6 level.

CO-6 counter work may be combined with full independent responsibility in a specific program to achieve a CO-7 grade.

Continued on the next page

132 Counter Program Technicians (Continued)

C Factors Applicable to Counter Program Technicians

This table lists the factors applicable to Counter Program Technician positions.

Nature of Assignments	Position Characteristics	Supervision Received	Knowledge Required
The purposes of the position are to: • serve as a program generalist • work at the counter in the County Office • provide information and assistance to County Office visitors.	Typical duties include: • greeting visitors at the counter • answering a broad range of program inquiries • providing general information on program requirements and benefits • resolving standard or recurring problems.	The employee: • works under limited supervision • carries out work and resolves problems independently • independently performs most of the general counter work in the County Office • receives only a cursory review of completed work.	The work requires: • broad knowledge of the provisions and procedural aspects of all programs administered through the County Office • ability to project a cordial and friendly public relations attitude to County Office visitors • ability to resolve varied standard or recurring problems independently.

133 Program Technicians in Shared Management Offices

A Grade Level and Documentation

One Program Technician position in the headquarters office **and** the suboffice in a shared ***--**management operation shall be:**--***

- designated by CED as the lead Program Technician
- graded 1 level higher than the grade determined by applying the criteria in paragraphs 128 through 131, up to the CO-8 level, if all of the following conditions are met:
  - the Program Technician is designated as being responsible for all activities in the headquarters office or the suboffice when CED is absent
  - CED is absent at least 40 percent of the time
  - ***--**the candidate for the lead position has at least a fully successful performance rating
  - there are significant management and program activities to support a lead position
  - time-in-grade requirements are met at the CO-07.**--***

Note: CED shall document reasons for selecting a particular employee for a lead Program Technician position in the COC executive minutes.

B Limiting Grade Level

No lead Program Technician positions in shared management offices shall be graded above the CO-8 level.

C Expert Designations

One Program Technician in the headquarters office **and** the suboffice in a shared management operation may be designated as the expert in any program area in Exhibit 14, **except** the administrative area.

Note: Only 1 Program Technician shall be designated as the administrative expert.

133 Program Technicians in Shared Management Offices (Continued)

D Impact of Discontinuing Shared Management Operation

A Program Technician who is credited with a higher grade, based solely on the office's participation in the Shared Management Program, shall revert to former grade when the shared management operation is discontinued.

Note: Salary shall be set according to paragraph 719.

The time not used to grant WGI shall be credited toward the WGI waiting period when placing the employee in the former grade.

E Exception to Program Technician Downgrading

If discontinuance of a shared management operation is mandated during Agency or Departmental restructuring, a Program Technician who is credited with a higher grade, based only on the office's participation in the Shared Management Program, shall have pay set according to paragraph 700 or 719, as appropriate.

F Temporary Shared Management Operations

For temporary shared management operations that are expected to last more than 30 calendar days, upgrades for lead Program Technicians should be effective on the beginning of the first pay period following the effective date of the shared management operation. The temporary promotion should not exceed 120 calendar days. If the temporary shared management operation lasts for more than 120 calendar days, SED and STC shall meet with COC to work ***--**out a permanent option. See subparagraph 53 C for authority to extend beyond 120 calendar days.**--***

When a temporary shared management operation is terminated, lead Program Technicians shall:

- return to the former grade and step if shared management operation lasted less than 90 calendar days
- receive any WGI that may have otherwise been due during the intervening period
- not lose any waiting time for WGI because of the temporary promotion
- if shared management operation exceeded 90 calendar days, set pay upon discontinuance according to subparagraph 700 D
- ***--not** be eligible for grade and pay retention unless the temporary promotion has been extended beyond 52 weeks.**--***

Upgrades are **not** authorized for lead Program Technicians in temporary shared management operations that last fewer than 30 calendar days.

134 Chief Program Technicians

--A Criteria for Establishment or Rejustification--

A CO-9 Chief Program Technician position may be established in a County Office if:

- it serves as a full assistant to CED in managing the programs and subordinate staff of the County Office

- the program variety, complexity, and staffing in the County Office require that the employee spend at least 50 percent of the time in such areas as:

  - providing training and guidance to other employees
  - coordinating employee work activities
  - ensuring that resources are available to accomplish the work of the County Office

- it is responsible, as designated, for all office and field activities when CED is absent.

  Note: The employee may also be assigned program responsibility. The primary duty of the Chief Program Technician is to assist CED in managing the County Office.

134 Chief Program Technicians (Continued)

--B Considerations When Requesting Establishment or Continuation of a Chief Program-- Technician Position

County Offices shall consider the following **before** requesting a Chief Program Technician position be established.

IF...	THEN...
there are less than 6 full-time Program Technicians in the office including the proposed Chief	a Chief Program Technician position is probably not needed.
most of the Program Technicians in the office have independent program responsibility or are considered experts	a Chief Program Technician position is probably not needed.
the Chief Program Technician spends the majority of his/her time in an assigned program area	the Chief Program Technician designation is not appropriate.

C Justification and Concurrence

CED's shall:

- ***--justify or re-justify establishment of new Chief Program Technician positions based--*** on factors, such as:
  - program variety and complexity
  - staffing levels
  - frequency of regular, recurring CED absences
  - other County Office characteristics
- obtain COC's approval to establish and fill the position
- obtain DD's approval with establishing and filling the position
- submit the following items to the State Office for classification certification:
  - position description
  - position justification
  - statements of approval by COC and DD
- re-justify a vacant Chief Program Technician position before filling the position.

134 Chief Program Technicians (Continued)

D Grade Levels

This table lists the authorized grade levels for Chief Program Technician positions. Employees must meet time-in-grade requirements before being promoted from CO-7 to CO-9.

IF the...	THEN the authorized Chief Program Technician grade is...
position is at the full performance level	CO-9.
employee is in a career ladder to CO-9	CO-7.

E Position Description

The Chief Program Technician position shall be established as a standard position. See Exhibit 15.

F Chief Program Technician Positions in Shared Management Offices

Chief Program Technician positions may be used in shared management offices if staffing *****--levels and program activity justify establishment or continuance of positions that train and--***** coordinate the work of subordinate employees at least 50 percent of the time.

The following options are available to shared management operations:

- establishment of a Chief Program Technician position in both the headquarters office and the full-time suboffice if both positions fully meet the criteria in this paragraph

- establishment of 1 Chief Program Technician position and 1 lead Program Technician position or 2 lead Program Technician positions, depending upon the needs of the offices involved

134 Chief Program Technicians (Continued)

F Chief Program Technician Positions in Shared Management Offices (Continued)

- establishment of a Chief Program Technician position based on the consolidated staffing of both the headquarters office and the full-time suboffice. A lead Program Technician shall not be established in the same County Office where the Chief Program Technician is established. The Chief Program Technician position shall be re-justified if the shared

--**management operation is discontinued. If the criteria in this paragraph are not met, the**-- employee shall:

- revert to former grade
- receive salary according to subparagraph 700 D or 719 C as appropriate.

The time not used to grant WGI shall be credited toward the WGI waiting period when placing the employee in the former grade.

Note: If discontinuance of a shared management operation is mandated during Agency or Departmental restructuring, the Chief Program Technician based solely on consolidated staffing shall have pay set according to paragraph 700 or 719, as appropriate.

All lead Program Technician and Chief Program Technician positions shall be fully justified ***--**in terms of the criteria in subparagraph 133 A or this paragraph, as appropriate.

G Downgrade of Chief Program Technician

The Chief Program Technician shall be downgraded if the criteria in this paragraph are no**--*** longer met. The downgrade shall be effective within 30 calendar days.

See paragraph 719 for grade retention provisions.

H Filling Chief Program Technician Position

See paragraph 461 when filling a Chief Program Technician position.

135 Program Technician in Charge

A Establishment Criteria

A Program Technician in Charge position shall only be established:

- to serve as acting CED in unusual cases, such as if CED:
  - is in nonpay status
  - is absent for an extended time period
  - position is vacant
- as a temporary position.

See paragraph 379 for requirements on temporary promotions.

B Shared Management Offices

A Program Technician in Charge shall not be established in a shared management office when CED has been given responsibility for managing the headquarters County Office **and** the full-time suboffice.

C Grade Level

The grade levels of Program Technician in Charge positions are in Exhibit 5.

D Position Description

The Program Technician in Charge position shall be established as a standard *****--position. See Exhibit 15.--*****

136-150 (Reserved)

Section 3 Classifying Field Positions

151 Factors Applicable to Nonsupervisory Field Assistants

A
Nature of Assignments

Field Assistants perform field activities related to 1 or more programs.

Field Assistant work may involve:

- special physical requirements
- exposure to inclement environmental conditions.

B
Position Characteristics

This table lists typical Field Assistant duties.

Duty	Elements Included
Works with producers	• Explaining program requirements • Providing program instructions
Obtains ground measurements	• Staking and referencing • Establishing boundaries • Recording field measurements • Marking tracts and boundaries on aerial photographs • Remeasuring fields after planting
Inspects storage facilities and stored commodities	• Obtaining and recording measurements • Determining quantity and quality of stored commodities • Collecting samples

Continued on the next page

151 Factors Applicable to Nonsupervisory Field Assistants (Continued)

B
Position
Characteristics
(Continued)

Duty	Elements Included
Inspects fields	• Checking maintenance of conservation program practices • Ensuring proper cover and weed control • Ensuring compliance with haying and grazing provisions • Witnessing commodity disposition • Verifying production • Verifying prevented planting or failed acreage • Performing appraisals and computing payments
Performs DRPP, LFP, and EFP spot checks	
Investigates possible program violations	• Gathering and recording data • Helping STC and OIG personnel with field visits
Performs other field and incidental office work	• Serving as a member of an aerial observation team • Performing marketing quota program work • Verifying AFIDA data • Training other field employees • Using digitizer or planimeter as required to measure acreage • Maintaining records and preparing reports

152 Grade Distinguishing Factors for Field Assistant Positions

A

Factors for CO-2 Positions This table lists the grade distinguishing factors for CO-2 Field Assistant positions.

General Characteristics	Supervision Received	Knowledge Required
The CO-2 Field Assistant works in a learner or limited performance status, performing routine, repetitive tasks.	The employee: • is usually accompanied by a higher graded employee • receives detailed instructions on all assignments • refers problems to a higher graded employee • submits work for close review.	The works requires: • some knowledge of field procedures • familiarity with work terminology • ability to learn proper use of equipment • no FSA program knowledge.

Continued on the next page

152 Grade Distinguishing Factors for Field Assistant Positions (Continued)

B
Factors for CO-3 Positions

This table lists the grade distinguishing factors for CO-3 Field Assistant positions.

General Characteristics	Supervision Received	Knowledge Required
The CO-3 Field Assistant works independently on routine, recurring tasks.	The employee: • performs routine work independently according to specific guidelines • receives detailed instructions on new assignments • makes decisions on routine matters • refers problems to a higher graded employee • submits completed work for supervisory review.	The work requires: • limited working knowledge of procedures and terms used in the field • basic knowledge of FSA program provisions • basic skill in using a digitizer and planimeter • ability to perform routine aspects of the work and to recognize problems requiring referral to others.

Continued on the next page

152 Grade Distinguishing Factors for Field Assistant Positions (Continued)

C
Factors for CO-4 Positions This table lists the grade distinguishing factors for CO-4 Field Assistant positions.

General Characteristics	Supervision Received	Knowledge Required
The CO-4 Field Assistant works independently on 1 or more programs, including explaining program requirements to producers.	The employee: • carries out assignments independently according to general instructions • makes routine decisions according to established procedures and guides • refers complex problems to the supervisor for assistance • submits completed work for spot check.	The work requires: • working knowledge of procedures and terms used in the field • general knowledge of program provisions and requirements • skill in using a digitizer and planimeter • ability to explain program requirements to producers • ability to solve a variety of recurring problems.

Continued on the next page

152 Grade Distinguishing Factors for Field Assistant Positions (Continued)

D

Factors for CO-5 Positions This table lists the grade distinguishing factors for CO-5 Field Assistant positions.

General Characteristics	Supervision Received	Knowledge Required
The CO-5 Field Assistant serves at the full operating level and works independently on 1 or more programs. The employee: • has greater responsibility for working directly with program participants and resolving problems than at lower levels • may be required to train lower graded field employees.	The employee: • works independently according to accepted practices and procedures • determines appropriate work procedures and job priorities • may refer difficult or unusual problems to the supervisor • has limited spot checks of completed work.	The work requires: • broad working knowledge of procedures and terms used in the field • detailed knowledge of program provisions and requirements • skill in using a digitizer and planimeter • ability to explain program requirements to producers • ability to resolve a variety of standard problems.

153 Chief Field Assistant

A
Nature of Assignment

Chief Field Assistants supervise work performed by subordinate field employees.

B
Establishment Criteria

A Chief Field Assistant position may be established if it supervises several field employees whose combined work time approximates at least 3 full workyears.

C
Position Description

The Chief Field Assistant position shall only be established as a standard position. ***--**See Exhibit 15, page 8.**--***

D
Grade

The grade of a Chief Field Assistant position is based on the number of field employees supervised over a 12-month period.

- CO-6 is established for supervision of 3 to 6 employees.
- CO-7 is established for supervision of 7 or more employees.

154 CO-6 Field Specialist

A
Establishment Criteria

A CO-6 Field Specialist position shall only be established if the:

- position is responsible for all compliance field work for the County Office * * *
- compliance field work includes at least 2 of the following:

  - production adjustment compliance
  - price support compliance
  - conservation compliance.

*****--The CO-6 Field Specialist may train and supervise lower graded field employees.--*****

B
Position Description

The CO-6 Field Specialist position shall only be established as a standard position. See Exhibit 15.

155 District Compliance Assistant

A Nature of Assignment

District Compliance Assistants are permanent, full-time positions that perform office and field compliance checks in 1 or more DD districts.

B Position Description

The District Compliance Assistant shall only be established as a standard position. See Exhibit 15.

C Required Approval

New District Compliance Assistant positions shall be approved by DAFO.

156 Aerial Compliance Assistant

A Establishment Criteria

Aerial Compliance Assistant positions:

- shall be used only in County Offices that are directly responsible for aerial compliance activities
- are intermittent positions, and shall be established under a temporary appointment only.

B Nature of Assignment

Aerial Compliance Assistants take or assist in taking 35mm slides from the air to determine program compliance. The employee shall serve as either an observer or camera person.

C Position Characteristics

The duties of the Aerial Compliance Assistant:

- include:
  - preflight preparations
  - inflight operations
  - postflight operations
- **shall not** include any other office or field assignments.

D Position Description

The Aerial Compliance Assistant position shall only be established as a standard *****--position. See Exhibit 15.--*****

156 Aerial Compliance Assistant (Continued)

E
Grade Levels

The authorized grades for an Aerial Compliance Assistant position are CO-5 and CO-6.

Aerial Compliance Assistants are exempted from experience requirements as described in paragraph 458. Employees may be promoted to the CO-6 level after 1 calendar year.

F
Employment Restriction

Aerial Compliance Assistants must be at least 18 years of age.

157 Tobacco Marketing Recorder

A
Nature of Assignment

Tobacco Marketing Recorders record tobacco warehouse sales under the marketing quota program.

B
Position Description

The Tobacco Marketing Recorder shall only be established as a standard position. *****--See Exhibit 15.--*****

C
Grade Levels

The authorized grades for a Tobacco Marketing Recorder position are CO-3, CO-4, and CO-5.

158-170 (Reserved)

Section 4 Additional Subordinate County Positions

*--171 Digitizing Equipment Operator

A
Establishment Criteria

Digitizing Equipment Operator positions are:

- authorized for all County Offices serving as digitizing centers
- temporary positions.

B
Position Description

The Digitizing Equipment Operator position shall only be established as a--* standard position. See Exhibit 15.

C
CO-2 Requirements

To be eligible for the CO-2 level, a candidate:

- does not need actual work experience
- shall:
  - meet State employment requirements
  - be a proficient typist.

D
CO-3 Requirements

To be eligible for the CO-3 level, a candidate shall:

- meet all the CO-2 level requirements
- have at least 6 months of office-related experience.

E
***--CO-4 Requirements**

To be eligible for the CO-4 level, a candidate shall:

- meet all the CO-3 level requirements
- have at least 1 year of office-related experience.--*

172 Loan Specialist

A
***--Establishment**

Generally, Loan Specialists will be established as GS positions because technical FLP guidance is typically provided by Federal Farm Loan Managers.**--***

B
Position Description

The County Office Loan Specialist position shall only be established as a standard position. See Exhibit 15.

--Note:** These requirements apply to CED's as well as to Loan Specialists. See Exhibit 4.4 for addendum to CED's position description.**--

C
Basic Requirements for Receiving Loan Approval Authority

Requirements for receiving loan approval authority are determined by DAFLP. See applicable FLP notices and 1-FLP.

Once these requirements are met, approval authority may then be granted. Farm Loan Chiefs will continue to monitor the loan making and servicing activity of employees with delegated authorities to ensure that actions meet State credit quality standards.

173 Other Authorized Positions

A
Positions With Standard Positions and Grades

These positions have standard descriptions and grades:

- Office Clerk, CO-2
- Student Trainee, CO-3, CO-4, and CO-5
- Loan Assistant (FLOT), CO-5 and CO-7
- Program Technician in digitizing centers, CO-5, CO-6, and CO-7
- ***--**Computer Assistant, CO-4, CO-5, CO-6, and CO-7.**--***

B
Committee Members

See paragraph 699 for payroll information for committee members and alternates.

174-190 (Reserved)

Section 5 Classification Appeals

191 Appeal Policy for Subordinate County Positions

A
What May Be Appealed

County Office employees may appeal the:

- grade and title of their positions
- accuracy of their job description as it affects the classification of the position.

B
What May Not Be Appealed

County Office employees may **not** appeal the:

- classification criteria in C&PP
- work assignments made by CED.

192 Informal Appeals

A
Requirement

County Office employees shall discuss position questions informally before filing a formal classification appeal. Discussions shall be held with the following, in the order listed:

- supervisor
- CED
- COC
- DD.

193 Appeals to the State Office

A Actions Required on Formal Appeals

If informal discussion does not resolve the appeal, the employee may make a formal written appeal to the State Office.

This table lists actions required on formal appeals.

Responsible Official	Required Actions

Employee	• Submit formal appeal through the officials in paragraph 192.
	• Provide:
	  • 1 copy of the position description
	  • a detailed description of assigned duties and responsibilities, if not adequately covered in the position description
	  • reasons why the employee believes the job is improperly described or classified
	  • other information the employee feels is pertinent to the appeal.

SED	• Instruct CED to provide information about an appellant's duties and responsibilities.
	• Designate the Chief, Administration Division to investigate and report findings.
	• Review facts and make a decision on the appeal.
	• Provide written notification to the employee and officials in paragraph 192 of:
	  • the decision
	  • the basis for the decision.
	Note: The notification shall be made within 15 workdays after receiving the appeal.

194 Appeals to DAFO

A Actions Required on Appeals to DAFO

An employee may appeal the State Office decision to DAFO.

This table lists actions required on appeals to DAFO.

Responsible Official	Required Actions
Employee	• Submit written appeal within 15 calendar days after receiving the State Office decision. • Document appeal according to paragraph 193.
Representatives from: • DAFO • HRD	Review all pertinent facts, including the: • documentation presented by the appellant • determination made by SED.
DAFO	Notify the appellant, through the State Office, of the decision on the appeal.

B Final Determination

DAFO's determination is final.

195-300 (Reserved)

Part 5 Basic Employment Policies

Section 1 Employment Requirements and Restrictions for County Office Employees

301 FSA Nondiscrimination Requirement

A Equal Consideration

All persons shall be given equal consideration in:

- employment
- promotions
- other personnel actions.

*** * ***

B EEO Statement

All newspaper advertisements for vacancies shall contain the following EEO nondiscrimination statement.

"FSA is an Equal Employment Opportunity Employer."

302 Nepotism

A Purpose

The nepotism requirement is to prevent preferential treatment by prohibiting employment of relatives in County Offices.

B Prohibited Hiring Practices

Supervisors or managers shall **not**:

- employ relatives
- influence the employment of relatives.

Use this table to determine prohibited hiring practices because of nepotism.

***--IF an employee is...**	**THEN they shall not...--***
COC, CED, DD, or FLM	hire or have relatives employed in the respective County Offices.
SED or STC	hire relatives, influence the hiring of relatives, or have relatives employed in State or County Offices.

C Placing CED's or COT's

Do not place CED's or COT's in CED vacancies in a County Office where relatives are employed.

302 Nepotism (Continued)

D Definition of Relative

Relative means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, *****--nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law,--***** daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

E Exceptions

The following is a list of exceptions to the policy in this paragraph.

- Employment of relatives is permitted in the County Office on a temporary appointment, NTE 30 calendar days, to meet urgent needs resulting from an immediate threat to life or property.
    - The State Office must approve these appointments.
    - One 30-day extension may be approved by DAFO.
- Relatives of SED's or STC members who were on the rolls before SED's or STC member's appointment may be retained.

303 Removed, Convicted, or Disqualified Persons

A Ineligible for Employment

County Offices shall not employ a person who has been:

- separated for performance, misconduct, or inefficiency from an FSA position or from any public office

  Note: See subparagraph B.

- convicted of any fraud, larceny, embezzlement, or felony

- dishonorably discharged from any branch of the Armed Forces

- disqualified for future service by STC according to 22-PM.

*--B Separated for Performance, Misconduct, or Inefficiency

Adverse personnel actions involving a COC member (including alternate or advisor), CED, or other County Office employee will be taken for:

- failure to perform the duties of their office
- impeding the effectiveness of any program administered in the county
- violating official instructions
- other misconduct.

Any COC member or employee who FSA proposes to suspend or remove from office or employment will be:

- given advance written notice of the reason for such action

- advised of the right to reply to such a proposal

- advised of any right of further review and appeal if the person is removed or suspended.**--***

C Waiver

STC may, with DAFO approval, waive employment ban in subparagraph B for COC *** members, advisors, and alternates. Place copy of the waiver in OPF.

304 Probationary Periods

A Basic Probationary Period

All employees hired after April 30, 1985, under a permanent appointment shall serve a 1-year basic probationary period.

B Break in Service

Employees who have served the basic probationary period are not required to serve again even if there is a:

- break in service
- move to another County Office.

C Managerial Probationary Period

--**Employees selected as CED's who have not previously completed a managerial probationary period shall serve a 1-year managerial probationary period, beginning with the date they**-- are placed in the CED position. The basic probationary period and the managerial probationary period may be overlapping.

D Separation During Probationary Period

All probationary employees may be separated if work performance or conduct does not demonstrate fitness or qualifications for continued employment. See 22-PM.

E Nonpay Status

Employees placed in a nonpay status while serving any probationary period will have the time period extended on a day-for-day basis.

F Resignation

Employees who resign before completing any probationary period will be required to serve the entire probationary period again if they accept an appointment with FSA later.

305 National Agency Check Inquiry and Credit Check

A Requirements

*****--NACI shall be completed on all CO employees according to 1-SEM.--*****

*** * ***

306 (Withdrawn--Amend. 16)

307-326 (Reserved)

Section 2 Staffing Policies

327 Reduction in Force

A Cause of RIF's

RIF is carried out when employees must be separated because of a reduced workload or a decrease in administrative funds. See 22-PM for RIF separation policies.

B Who Is Retained

In RIF's, retain employees who are best qualified to perform the remaining assignments. If selection must be made between persons of equal ability and potential, consider:

- attaining EEO goals
- length of past satisfactory service.

C Documenting Selection

Document, in the COC executive minutes:

- the reasons for selecting the employees to be terminated
- why employees who are retained are best qualified.

If STC selects CED from incumbents in a county combination, document reasons for selection and nonselections in STC minutes.

Maintain these records on file to support the action taken.

D NASCOE Consultation

State Offices shall consult with NASCOE and the particular State affiliate, if applicable, on any plans for a major County Office RIF. A major RIF is one that affects a significant percentage of County Office employees in a State.

E Career Transition

Upon request, managers or supervisors shall provide employees who have been identified for separation, at least 40 hours of "on-the-clock" time for career transition activities. Additional time may be granted on a case-by-case basis by coordinating a request with DAFO and HRD.

Interviews within USDA and the local commuting area should be considered official time. Managers and supervisors should make use of their authority to grant administrative leave for job interviews within or outside of the Federal Government.

328 Re-employment Rights for Displaced Employees

A Re-employment Rights

Displaced permanent employees who want to continue employment shall have 2-year re-employment rights to positions at the same or lower grade that is like the position from which they were separated.

CED's shall have re-employment rights for CED positions outside of their State as described in subparagraph C.

Other employees have re-employment rights within their State only.

Vacancies for permanent positions shall be filled with employees having re-employment rights, unless none request consideration.

B Defining Displaced Employees

Displaced employees are employees who have 1 of the following:

- received a written notice of RIF
- been RIFed and have re-employment rights
- failed to report for a directed reassignment outside of the established commuting area.

Note: Displaced employees may be offered and decline **1** permanent appointment to a position for which they applied without losing re-employment rights. If a displaced employee declines more than 1 offer to a position for which they applied, they lose re-employment rights. See subparagraph G.

328 Re-employment Rights for Displaced Employees (Continued)

C
Priority Consideration for CED's

Priority consideration for displaced CED's begins on receipt of RIF letter. Displaced CED's:

- have re-employment rights for 2 years after date of separation
- must apply for CED vacancies to receive re-employment priority rights.

Priority consideration is provided for all CED vacancies in the following order.

Category	Priority Considerations
1	Displaced CED's **within** the State receive first consideration for CED vacancies for which they apply.
2	Displaced CED's **outside** the State receive second consideration. To receive priority consideration for out-of-State CED vacancies, displaced CED's: • shall submit applications for CED vacancies they are interested in • should provide a copy of the written notice of separation.
3	If no displaced CED's apply, other qualified candidates within the State, including COT's. States may also choose to equally consider candidates in category 4.
4	Qualified candidates from outside the State who apply.

Notes: Displaced CED's receive priority consideration only for CED vacancies at the same or lower grade as the grade level from which they were displaced. Priority consideration is not provided for CED vacancies at a higher grade level.

Displaced employees may be offered and decline **1** permanent appointment to a position for which they applied without losing re-employment rights. If a displaced employee declines more than 1 offer to a position for which they applied, they lose re-employment rights. See subparagraph G.

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328 Re-employment Rights for Displaced Employees (Continued)

D
Priority Consideration for Nonsupervisory Employees

Priority consideration for displaced permanent nonsupervisory employees begins on receipt of separation letter. Displaced employees have re-employment rights for 2 years after date of separation.

Displaced employees must apply for vacancies to receive re-employment priority rights. Priority consideration for displaced permanent nonsupervisory employees is:

- provided for positions **within** their State at the same or lower grade that is like the position from which the employee was separated
- extended to neighboring counties in an adjacent State if these neighboring counties are included in the local commuting area.

  Note: The local commuting area includes surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

E
Exercising Priority Consideration Rights

To receive priority consideration, displaced employees:

- shall provide their State Office with current forwarding address
- must apply for vacancies at the same or lower grade that is like the position from which they were separated

  Note: Displaced employees may be offered and decline **1** permanent appointment to a position for which they applied without losing re-employment rights. If a displaced employee declines more than 1 offer to a position for which they applied, they lose re-employment rights. See subparagraph G.

- should provide a copy of the written notice of separation.

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328 Re-employment Rights for Displaced Employees (Continued)

F
State Office Responsibilities

State Offices shall:

- establish and maintain a list of displaced employees within the State
- mail copies of vacancy announcements to in-State displaced employees for positions for which they are qualified **3 working days before the opening date of the announcement**
- review applications and contact applicant's home State Office to ensure and confirm applicant's re-employment priority consideration
- notify the Administrative Officer in the displaced employee's home State if the displaced employee is offered and declines a permanent appointment for a position to which they applied that is at a grade no lower than their previous grade.

  Note: The Administrative Officer in the home State shall remove the employee from the re-employment priority list if the displaced employee is offered and declines more than 1 permanent appointment for a position to which they applied that is at a grade no lower than their previous grade. See subparagraph G.

G
Removal From Re-employment List

Displaced employees with re-employment rights will be removed from the re-employment priority list when any of the following occurs:

- employee accepts a CO or GS permanent appointment at the same or higher grade
- employee declines **more than 1** offer of a permanent appointment for a position to which they applied that:
  - is at a grade no lower than their previous grade
  - has a work schedule that is comparable to their schedule at time of separation

  Note: Employees declining offers that do not meet these requirements will not lose their re-employment rights.

- employee has been separated for over 2 years.

---

329 Restoration to Duty From Military Service

A
Reinstatement Eligibility

An employee who is called to active duty, for a period in excess of that covered in military leave policies in 17-PM, shall be reinstated to the previous position or to a position of similar seniority, status, and pay if the employee:

- left a position under permanent appointment
- served no more than 4 years in the military service
- is qualified to perform the duties of the position
- applied for reinstatement within either of the following:
  - 90 calendar days after leaving the Armed Forces
  - 1 year after discharge, upon release from hospitalization.

B
Not Qualified Because of Disability

If employee is not qualified to perform the duties of the former position by reason of disability sustained during military service but is qualified to perform other duties, employee shall be:

- re-employed in a position for which qualified
- provided with seniority, status, and pay equivalent or as close as possible to the former position.

C
Retention Rights

Employees who exercise re-employment rights shall:

- have special retention rights for 1 year after re-employment
- not be removed except for performance or misconduct
- not be reduced in grade or otherwise adversely affected.

---

330 Types of Appointments and Authorized Tours of Duty

A Permanent Appointments

Use permanent appointments for the employment of all employees who are expected to work *--indefinitely. Employees under permanent appointments are eligible for applicable benefits, such as:--*

- leave
- life insurance
- health insurance
- retirement (CSRS or FERS)
- TSP.

B Tours of Duty for Permanent Appointments

Permanent appointments can have any of the tours of duty listed in this table.

Hours Worked (Not Including Overtime)	Tour of Duty
16 to 32 per week	Part-time
32 to 64 per pay period	Part-time compressed
40 per week	Full-time
80 per pay period	Full-time compressed

330 Types of Appointments and Authorized Tours of Duty (Continued)

C Temporary Appointments

Use temporary appointments for the employment of employees who are expected to work for any period up to 1 year.

Temporary employees may be eligible to earn leave according to 17-PM, but generally would not be covered for life insurance, health insurance, or retirement plans other than Social *****--Security. See 35-PM.--*****

Note: See paragraph 353 for exceptions.

D Tours of Duty for Temporary Appointments

Temporary employees can have any of the tours of duty listed in this table.

Hours Worked (Not Including Overtime)	Tour of Duty
16 to 32 per week	Part-time
32 to 64 per pay period	Part-time compressed
40 per week	Full-time
80 per pay period	Full-time compressed
Varied, see subparagraph E	Intermittent

330 Types of Appointments and Authorized Tours of Duty (Continued)

E Intermittent Tour of Duty

An employee with an intermittent tour of duty does not work:

- a fixed number of hours
- fixed days or hours.

The employee shall not work:

- more than 28 consecutive workdays without a break of at least 1 day

  Note: Weekends and holidays are not considered a break.

- a regularly scheduled tour of duty as this would make them appear to be other than intermittent employees

- more than 1,040 hours in a service year. See subparagraph F.

  - A service year is 1 calendar year from the date of the appointment.

    Note: A break in service does not start the service over at the time of the subsequent appointment unless the subsequent appointment begins more than 1 calendar year after the prior appointment began.

  - After an intermittent employee has worked 1,040 hours during a service year, the employee must be either separated from the position or converted to an appointment with an established tour of duty.

Note: See 22-PM.

330 Types of Appointments and Authorized Tours of Duty (Continued)

F Waiver of 1,040-Hour Limitation

Waiver of the 1,040-hour limitation in subparagraph E may be requested, in writing, from the State Office by CED. A waiver request memorandum shall include all of the following:

- what caused the additional need
- how many field employees are currently employed by the County Office
- why position is not established as full-time or part-time tour of duty
- how long of an extension will be required.

G Changes to Tour of Duty

County Offices shall submit a personnel action request to the State Office to request changes to tour of duty.

H Re-Employed Annuitants

Re-employed annuitants may be appointed to permanent or temporary appointment depending on the type of position being filled.

*--I Noncompetitive Reinstatement

If management chooses, former CO employees may be appointed noncompetitively to a position of the same status and same grade or lower that they had previously held.

Reinstatement allows a previous employee to re-enter the County Office service without competing with the public. Reinstatement eligibility also enables former CO employees to apply for County Office jobs open only to current CO candidates when also open to reinstatement eligibles.

Reinstatement eligibility does **not** guarantee a job offer. FSA has the discretion to determine the sources of applicants they will consider.

The applicant must meet:

- qualification requirements for the position
- suitability standards for County Office employment.

A former employee who did **not** complete a required probationary period during previous service under the appointment upon which his or her eligibility for reinstatement is based is required to serve a complete 1-year probationary period after reinstatement.--*

331 Extending Temporary Appointments

A Extension Request

If a temporary employee will be needed for more than 1 year, CED shall submit a request to the State Office for approval. The request shall include:

- required length of additional tour of duty or service time
- justification
- SF-52. See 28-PM.

332 Dual Appointments

A
Prohibited Appointments

Dual or concurrent appointments are not authorized either in the same County Office or in different County Offices.

B
Working in Multiple County Offices

Employees may physically work in more than 1 County Office if they hold only 1 appointment, and combined work time does not exceed 1 of the following:

- 8 hours per day
- 40 hours per week
- 80 hours per pay period.

CED's must agree on:

- which County Office is the employer

  Note: The employer is responsible for maintaining T&A's and all personnel and payroll activities.

- the authorized salary.

C
Committee Members Serving as Employees

All committee members, including alternates and advisors, are prohibited from serving as a County Office employee.

333 Combined County Offices Operations

A
NASCOE Consultation

FSA will consult with NASCOE if policy requires combining County Office operations.

B
Choosing CED's

If it becomes necessary for combined county operations in 2 or more County Offices and more than 1 of the CED positions in those County Offices is filled at the time of the combination, COC's of each County Office will have equal voting rights in selecting the person to serve as CED of the combined County Office operations.

- If COC's cannot reach a majority decision, STC will select CED from incumbents in the county combination.
- Follow paragraph 327 to make the determination.

Notes: Before determining which CED to retain, COC's shall jointly interview CED's. Using STC to break ties, also applies to selecting new CED's to fill vacancies in combined county operations offices.

See paragraph 53 for grade classification of CED's in shared management offices.

C
Choosing County Office Employees

If the combination of 2 or more County Offices results in a decrease in County Office positions, CED shall do both of the following:

- give equal consideration to all County Office employees during County Offices combinations
- document the determination of which employees are best qualified and consult with DD.

Employees in County Offices subject to RIF's do not displace employees in County Offices outside the combination.

334 Janitorial Services

A Obtaining Services

Employees cannot be hired to perform janitorial services. Obtain professional janitorial services through contract. See 28-AS.

335 Temporary Assignments of CO Employees to Other Offices

A Policy

SED's may require CO employees to temporarily work in other FSA offices within the State. Volunteers from overstaffed offices will receive first consideration when assigning employees to work in other offices.

B Funding Procedures

State Offices who wish to assign CO employees to work temporarily in other offices shall use the following guidelines:

- in all cases, maintain payrolling activities for the temporarily assigned employee in the home office
- authorize applicable travel and per diem according to existing travel regulations
- allocation adjustments between County Offices within a State may be made at the State Office's discretion.

336 Directed Reassignments of Program Technicians

A Policy

STC's may direct the reassignment of an employee to correct imbalances between overstaffed and understaffed offices.

An employee shall not be reassigned to a position at a higher grade or to a position with higher potential than the position they held.

B Identifying Offices for Reassigning Employees

SED's shall:

- identify overstaffed and understaffed County Offices
- notify affected CED's.

CED's in understaffed County Offices have either of the following options:

- accept reassignment of an employee for a permanent position
- handle the workload with the current staff.

C Identifying Employees for Reassignment

Employees from an overstaffed office within the local commuting area shall have the first opportunity to volunteer to transfer to a similar position.

If no employee volunteers from within the local commuting area, employees from other identified overstaffed County Offices within the State:

- must be notified of vacancies available in the understaffed County Offices
- may volunteer for reassignment.

If more than 1 employee, described in this subparagraph, volunteers for a single position, the gaining CED shall interview and select an employee.

If no volunteers are received from an overstaffed County Office, SED shall determine which County Office will:

- have an employee reassigned
- receive the reassigned employee.

336 Directed Reassignments of Program Technicians (Continued)

D Selecting Employee and Documenting Selection

When CED in an overstaffed County Office is notified that an employee needs to be reassigned, the losing CED shall select and document which employee is to be selected for reassignment. The documentation shall:

- be prepared and placed in the COC executive session minutes
- show which employees are retained and which employees are released, based upon which ones are most essential to the effective and efficient operation of the losing office at the time of reassignment.

E Directing Employee Reassignment

After CED determines which employee shall be reassigned, STC shall issue a letter of directed reassignment to the employee. This letter shall provide the employee a 60-calendar day notice before the effective date.

If an employee chooses not to accept the reassignment, separate the employee according to 22-PM.

Employees may appeal reassignments to DAFO for review.

Note: If an employee is separated after an offer **within** their commuting area, the employee is not entitled to severance pay or re-employment priority placement rights. However, not accepting a position **outside** of an employee's local commuting area will not affect the employee's entitlement to severance pay or re-employment priority consideration.

F Local Commuting Area

A local commuting area, for the purpose of directed reassignments, is the geographic area that includes surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. STC's shall determine each local *****--commuting area in conjunction with HRD, DAFO, and COC.--*****

337-352 (Reserved)

Section 3 Miscellaneous Employment Policies for County Offices

353 Fringe Benefits Coverage for Continuous Service

A Continuation of Coverage

County Office employees who convert from a permanent appointment to a temporary appointment without a break in service of more than 3 calendar days shall continue to have *****--the same fringe benefits coverage that the permanent appointment had. See 35-PM. Benefits covered include, but are not limited to:--*****

- retirement systems (CSRS or FERS)
- life insurance
- health insurance
- TSP.

354 Oath of Office

A County Employees

CED and all other County Office employees shall complete FSA-586 on or before the enter on duty date.

B COC Members

COC members and alternates shall complete FSA-586:

- after election or reelection
- before taking office.

C Previous Oath of Office

FSA-586 executed while employed in a previous appointment does not satisfy these requirements. Complete FSA-586 for each new appointment or reelection to office.

355 USDA Identification Cards

A County Offices

***--**County Office employees shall provide all necessary information to the State Office that is required for issuance of USDA employee ID cards and/or LincPass cards.

B State Offices

State Offices shall process requests for employee ID's as required in security guidelines issued by USDA or FSA.**--***

356 NASCOE Agreement

A Provide New Employees

After appointment, provide each new employee with a copy of the agreement between USDA, FSA, and NASCOE.

B Agreement

The agreement between USDA, FSA, and NASCOE:

- covers the relationships between NASCOE and various management segments of USDA
- provides for recognition at the State level.

--Note:** See Exhibit 35 for a copy of the agreement.**--

357 Student Career Experience Program (SCEP)

A Purpose

Under SCEP (formerly referred to as the Cooperative Education Program), FSA recruits, hires, and trains students from participating colleges and universities. SCEP provides motivated students work experience in their field of study and strengthen professional, administrative, technical, and other occupations in the Federal service.

B Objective

Objectives of FSA SCEP include:

- providing a recruiting source for meeting long-range staffing goals
- allowing selection for career jobs based on proven performance
- building stronger relationships between educators and employers
- allowing students to experience real world work
- providing financial assistance.

C Exhibit 37 Reference

See FSA-53 (Exhibit 37) for a copy of the SCEP Statement of Understanding that must be signed by the student and placed in OPF.

357 Student Career Experience Program (SCEP) (Continued)

D State Administrative Officer Responsibilities

The State Administrative Officer shall:

- serve as the State SCEP Coordinator
- obtain approval to participate in this program from DAFO
- emphasize hiring minorities and women
- initiate contact with and recruit from Historically Black Colleges and Universities, Hispanic Association of Colleges and Universities, and other institutions with high enrollments of under represented classes
- enter into written agreement
- select students for placement in State Office

  Note: Process candidates according to Federal regulations.

- select students for placement in County Office

  Note: Process candidates with temporary appointments that can be extended.

- ensure that students are provided appropriate work experiences
- identify mentor or coach to help student fit in
- monitor program for compliance
- familiarize themselves with the SCEP Agreement

•*****--convert students to permanent Program Technician appointments.--*****

357 Student Career Experience Program (SCEP) (Continued)

E
Educational Institution Responsibilities

The educational institution shall coordinate recruitment efforts by:

- providing a good source and pool of qualified candidates without discrimination
- providing data about student's academic field or study and standing
- notifying the Agency of any change in student status, such as change in major area of study, academic standing, enrollment, etc.

F
Eligibility Requirements

To be eligible for participation in FSA SCEP, students shall:

- meet citizenship requirements
- be at least 16 years of age or older
- be enrolled in the school's Cooperative Education Program
- be in good academic standing with at least a 2.0 grade point average on a 4.0 scale and maintain a "C" at all times in the major field of study
- be majoring in agriculture, business, public administration, or some other field of study that relates to FSA work
- not be a relative to Agency personnel who:
  - will provide direct supervision
  - is in a position to influence or control the student's appointment, promotion, or advancement.

Continued on the next page

357 Student Career Experience Program (SCEP) (Continued)

G
Selected Students

Selected students shall:

- meet eligibility requirements
- be able to perform job requirements in relation to studies
- provide enough work hours needed before conversion, minimum 640
- carry out terms of Agreement
- complete FSA-53, see Exhibit 37
- notify Agency of academic status.

H
Work Schedules

Work schedules may be flexible according to the signed agreement. Students may work a part-time or full-time schedule.

For a **part-time schedule:**

- written certification must be received from school officials indicating that these assignments are acceptable as a regular part of the students academic cooperative education curriculum

- students must work a minimum of 16 hours and be enrolled in school on a full-time or part-time basis

- students are covered by the Federal Employees Part-Time Career Employment Act.

Continued on the next page

357 Student Career Experience Program (SCEP) (Continued)

H
Work Schedules (Continued)

For a **full-time schedule**:

- students may work alternating periods of work and study
- students work an equivalent semester and go to school the next semester; unless followed by a summer session
- students must work the following minimum hours for conversion to permanent appointments:
  - undergraduate, 640 hours
  - graduate, 640 hours
  - all others, 640 hours
- work experiences may not be completed solely during summer sessions, or during the 120-day period the student is eligible for conversion.

Continued on the next page

357 Student Career Experience Program (SCEP) (Continued)

I
Basic Benefits These policies concerning basic benefits apply to students.

Benefit Area	Policy
Pay	• Pay will be at step 1 of the current rate authorized by the agreement and students will receive any authorized payment for overtime. • The rate of pay will depend on the grade to which appointed. • When not in pay status, students will be placed on LWOP.
Leave	• During work periods, students are entitled to earn annual and sick leave according to county leave regulations. • Students are entitled to use earned leave on the same basis, and subject to the same rules and regulations, as other County Office employees.
Holidays	Students will be paid for legal holidays that fall within the periods of work, if they meet the requirements under appropriate regulations for receiving this pay.
Retirement	• FERS retirement coverage is required for students with appointments that exceed 1 year. • FICA (OASDI and HIT) retirement coverage is required for students with appointments that are less than 1 year.
Life and Health Insurance	Students may elect health insurance benefits and are eligible for Federal life insurance coverage if they are expected to be in pay status for at least one-third of the time covered by their appointment.
Performance Management	Students are covered under the Agency's performance appraisal system and are eligible for WGI's, QSI's, promotions, and awards.

358 Federal FSA Vacancies

A
Notification of Vacancies

State Offices are required to advise County Offices of any vacancies that will be filled. This includes appropriate State Office and National Office vacancies. All Federal vacancies are also posted on OPM's website at: www.usajobs.opm.gov.

B
State Office Action

State Offices shall:

- using e-mail, send a summary of the vacancy announcement to each County Office; for example, title, grade, location, etc.
- provide full text vacancy announcements upon request.

C
County Office Action

County Offices shall:

- post a hard copy of the summary of vacancy announcements
- obtain and provide full text vacancy announcements upon request..

359 County Office Employees Eligible to Apply for Civil Service Positions Under Pub. L. 105-277

A
Background

The Omnibus Consolidated and Emergency Supplemental Appropriations Act for FY 1999 (Pub. L. 105-277), section 765 granted permanent CO employees Federal Civil Service status for the purpose of applying for USDA Civil Service positions if employees were employed after September 30, 1998.

OGC has advised that the entitlements granted by this legislation is indefinite and does not expire.

B
Applying for Vacancies

Permanent FSA non-Federal CO employees employed after September 30, 1998, can apply for:

- FSA Civil Service vacancies for which they are qualified
- Civil Service vacancies in other USDA agencies, if the area of consideration includes FSA employees.

C
Eligibility

CO employees must be permanent CO employees after September 30, 1998, to be eligible to apply for USDA Civil Service vacancies. CO permanent employees who resigned or were separated during FY 1999 or later are also provided with indefinite Civil Service status for the purpose of applying for USDA Civil Service vacancies.

Example: Employees on the rolls after September 30, 1998, but not currently on the rolls, are eligible for the entitlements of this paragraph.

360 Conversion Information

A Appointment Tenure of CO Employee Selected

CO employees selected for a Civil Service position under Pub. L. 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period. After 3 years of service, employees will be eligible for conversion to career status.

B Paysetting for Promotion Into Civil Service Position

*****--Provide the highest rate of pay allowable when an employee is promoted from a CO position to a GS position. Therefore, the employee gets the benefit of the rate found by setting either of the following:

- pay at the lowest rate of the higher grade that exceeds the existing rate of basic pay by not less than 2 step increases of the grade from which the employee is promoted

  Note: If the amount is between 2 steps of a grade, set the pay at the higher step.

- pay based on the highest previous rate.--*****

C Transferring Leave

If employee is moving to a leave earning Federal position without a break in service of more than 3 calendar days, all accumulated annual and sick leave shall be transferred.

Note: See 17-PM for details on earned leave.

360 Conversion Information (Continued)

D Earning Leave

County Office employee's service will be creditable service for determining annual leave earning rate for the Federal position.

E Length of Service for RIF

County Office employee service, that is creditable for retirement, will be creditable service for determining seniority during any Federal RIF.

F 3-Year Federal Service Requirement

CO creditable service cannot count towards the 3-year Federal service time period requirement.

G WGI Waiting Period

--**WGI effective date is reset to the effective date of the Federal appointment.**--

H Contact

Send any questions about this conversion entitlement through the appropriate State Office to HRD.

361 Responsibilities

A State Office and SED Responsibilities

State Offices shall ensure that:

- employees are advised of this change in policy and its implications
- vacancy announcements are distributed to County Offices in a timely manner.

SED's shall ensure that all other USDA directors, such as NRCS, Rural Development, and FS, etc., in their State are advised of this entitlement.

B KCAO Responsibilities

KCAO, Personnel Division shall ensure that:

- vacancy announcements show that CO employees are eligible to apply for the positions

- all actions processed under Pub. L. 105-277 are coded properly. New processing codes have been developed by NFC.

C HRD Responsibilities

HRD shall ensure that:

- vacancy announcements show that CO employees are eligible to apply for the positions

- adequate information is disseminated from OHRM to the other USDA agencies' personnel offices.

D County Office Employee Responsibilities

When applying for a USDA Civil Service position, non-Federal CO employees shall:

- attach a copy of this paragraph about eligibility to apply for USDA Civil Service vacancies

- attach a copy of the most recent SF-50-B, showing permanent status with the application. Status is printed in the remarks section of SF-50-B.

362 Converting Federal Vacancies to Non-Federal Positions

A Background

To meet local needs, SED's may convert:

- non-Federal vacancies to Federal farm loan positions
- Federal farm loan vacancies to non-Federal positions

Only authorized positions listed in Exhibit 5 may be used when establishing non-Federal County Office and field positions.

B Consulting With Associations and Unions

SED's shall consult with recognized employee unions and associations to obtain input in developing a plan to be used when:

- assessing farm loan vacancies
- determining how best to meet local producers' needs.

Union/NASCOE input is predecisional when developing a plan for converting Federal vacancies to non-Federal positions. Union/NASCOE consultation is not necessary each time the SED backfills a Federal vacancy with a non-Federal employee.

C Submitting Plans to DAFO

SED's shall submit the plan, developed according to subparagraph B, for review and approval by DAM, DAFLP, and DAFO.

D Informing DAFO

SED's shall inform DAFO when converting a Federal vacancy to a non-Federal position.

DAFO shall provide copies of all conversions to HRD **and** BUD.

362 Converting Federal Vacancies to Non-Federal Positions (Continued)

E Changing Employment Ceilings

Any Federal vacancies that are converted to non-Federal positions require periodic adjustments in the total County Office permanent employee ceiling and the FTE ceiling.

- HRD shall adjust State Office staffing plans on a monthly basis to reflect Federal FTE changes.

- BUD shall:

  - make appropriate adjustments in the County Office permanent employment ceiling records by State

  - increase County Office administrative allocations to reflect payrolling by County Office funds rather than NFC.

F Annual Report of Conversions

State Offices shall file an annual report of conversions (PE-172R) on FSA-206 by October 31 with DAFO. DAFO shall provide copies of FSA-206 to BUD **and** HRD.

363 Checklists for Personnel Actions

A Type of Checklists

Checklists are provided in the exhibits for:

- appointments
- separations
- transfers.

B Exhibit References

Type of Action	Reference
Appointments	Exhibit 38
Separations	Exhibit 39
Transfers:	
• from 1 County Office to another without a break in service	Exhibit 40
• from a County Office position to a Federal GS position	Exhibit 41

364-376 (Reserved)

Section 4 Promotion Policies

377 Eligibility for Promotion

A
Grades CO-1 Through CO-4

Employees in positions graded CO-1 through CO-4:

- may be promoted when they meet the qualification requirements for their position, see Part 6
- shall not be promoted more than twice in 1 calendar year.

B
Grades CO-5 and Higher

Employees in positions graded CO-5 or higher may be promoted to the next grade when they:

- meet the qualification requirements for their position, see Part 6
- have completed at least 52 weeks of service at their present grade.

C
Temporary Appointments

All employees serving under temporary appointment will be eligible for promotion when they meet the minimum experience requirements in Part 6.

Note: The total years required shall be based on 260 days in pay status, excluding overtime, which is equivalent to a year of appropriate full-time employment.

Continued on the next page

377 Eligibility for Promotion (Continued)

D

Crediting Prior Temporary Service

Time served in grade in a temporary appointment shall be credited to the time in grade requirement, if employee is later given a permanent appointment at the same or lower grade.

Note: Prior temporary service at a grade higher than that of a subsequent permanent appointment is credited as if it had been performed at the level of the permanent appointment.

Example: When an employee with a CO-5 temporary appointment is given a CO-4 permanent appointment, the CO-5 service is credited at the CO-4 level for applying time in grade restrictions.

378 Regular Promotions

A
Reason for Regular Promotions

Regular promotions are given because:

- there is an increase in difficulty of job duties being performed
- employee is selected to fill a vacancy.

B
Evaluating Employee

When considering employees for promotion, evaluate their:

- past performance
- length of service.

C
Certification

Before promoting an employee:

- the position description must be certified by the appropriate officials
- a statement certifying acceptable service and a recommendation for promotion must be placed in the COC executive minutes.

Use this table to determine who shall make the certification of acceptable service.

IF the County Office employee being promoted is...	THEN the certification is by...
an office or field employee	CED.
CED	COC.

D
Salary of Promoted Employee

Employees who are promoted shall receive a salary increase according to paragraph 701.

Continued on the next page

378 Regular Promotions (Continued)

E
Effective Date of Promotions

Employees shall only be promoted on the first day of the pay period after:

- the employee is eligible
- all required paperwork is submitted to the State Office and the proposed promotion is determined to meet all legal and regulatory requirements.

The effective date will be the first day of the next pay period after approved by the State Office and after any applicable time-in-grade requirements are met.

379 Temporary Promotions

A Reason for Temporary Promotions

Temporary promotions are limited to unusual cases and are used when it is necessary for an employee to be temporarily promoted to a different position for a specified period. The employee returns to regular duties at the end of the assignment. Examples of unusual cases would be if CED:

- is in a nonpay status
- is absent for an extended period of time
- position is vacant.

B Promotion Time Limit

The specified period of a temporary promotion shall not exceed 1 year. The promotion may be terminated before 1 year.

Exception: Temporary promotions resulting from temporary shared management operations should not exceed 120 calendar days.

C Acting CED

COC, with STC concurrence, may temporarily promote a Program Technician or Chief Program Technician to serve as Acting CED. Only Program Technicians CO-5 and above shall be temporarily promoted.

- Temporary promotions can be authorized after the 30th day that the employee has been ***--**appointed Acting CED. The effective date is the first day of the following pay period.

  Note: A temporary promotion can be made effective immediately upon acting designation if it is known that the acting responsibilities will last in excess of 30 calendar days.**--***

- If there are no Program Technicians eligible to be temporarily promoted, other alternatives must be used, such as designating a neighboring CED.

- If a neighboring CED is designated as Acting CED, the arrangement shall be designated as a temporary shared management operation after 45 calendar days.

379 Temporary Promotions (Continued)

D Memorandum of Agreement

COC shall have the employee, being temporarily promoted, complete a memorandum of agreement.

- The agreement becomes a permanent part of the employee's personnel record.
- Send 1 copy of the agreement to the State Office.

If DAFO approves an extension of a temporary promotion beyond the normal 1-year period, a new memorandum of agreement shall be completed.

Note: See Exhibit 43.

E Position Classification

Program Technicians who are temporarily promoted to serve as Acting CED's shall be classified as Program Technicians in Charge.

IF Program Technician selected as Acting CED is at grade...	THEN Program Technician in Charge position shall be at grade...
CO-6	CO-7.
CO-7 or CO-8	CO-9.
CO-9 or CO-11	CO-11.

Assign salary rate for promotion according to paragraph 701.

Note: See Exhibit 15 for position description.

F Shared Management Operations

See the following for policies on temporary promotions resulting from temporary shared management operations:

- subparagraph 53 C, for CED positions
- subparagraph 133 F, for lead Program Technician positions.

380 Terminating Temporary Promotions

A
Returning to Former Position

When CED position is filled or if CED returns to duty, Program Technician in Charge shall:

- return to the former grade and step
- receive any WGI that may have otherwise been due during the intervening period
- not lose any waiting period time for WGI because of the temporary promotion.

B
Requesting Personnel Action

County Offices shall submit to the State Office a request to return employee to the proper grade and step when temporary promotion ends. Grade and pay retention do not apply.

381 Processing SF-52 for Temporary Promotions

A
Processing Temporary Promotion

County Offices shall submit SF-52 for temporary promotion to the State Office according to 28-PM.

B
WGI's

WGI's for the former lower graded position will not be processed while on a temporary promotion. At the time the employee is returned to the former grade, the step of the grade will be set based on any WGI that would have occurred had the employee not been on a temporary promotion.

If the temporary promotion is extended beyond a year, WGI's may be authorized within the temporary position provided the appropriate WGI waiting period has been served.

382-396 (Reserved)

Section 5 Qualifications and Suitability

397 Minimum Qualification Standards

A
General Requirements

All County Office employees shall:

- be citizens of the United States, according to paragraph 403
- be high school graduates, or have GED
- have a Social Security number
- be at least 18 years of age, or 17 years of age for high school graduates.

B
Specific Qualification Reference

Use this table to determine the paragraphs in Part 6 that contain the specific minimum qualifications standards for different County Office positions.

Position	Paragraph
COT	480
CED	454
Subordinate office and field employees	458

C
Exceptions to Minimum Qualifications Standards

STC shall not increase the national minimum qualification standards for any County Office position.

398 Crediting Experience

A
Determining Credit for Experience

Determine eligible credit for experience and education according to paragraph 397 and Part 6.

B
Multiple Experiences

An applicant shall not receive more than 1 month of credit for a month of experience.

Examples: An applicant for a COT position serves as a COC member while operating a farm. Credit experience as a COC member or as a farmer, but do not give credit for both for any individual month.

An applicant for a County Office position has creditable education as well as experience on a farm while attending school. Credit education or farm experience, but do not give credit for both for any individual month.

399 Disqualified During Previous County Office Employment

A Previous Employment Record

If an applicant is, or has been, a COC member or employee, review all available records to determine whether applicant should be disqualified. See paragraph 303 and 22-PM. The records should include:

- audit reports
- investigations reports
- personnel information available in the County Office where previously employed.

Note: 3-INFO requirements apply.

B Reviewing OPF

The State Office shall review the applicant's OPF to determine whether it contains FSA-362.

400 (Withdrawn--Amend. 15)

401 Physical Requirements

A Required Physical

A physical examination at the applicant's expense is required if:

- there is any question about the applicant's ability to perform the duties of the position

  Note: Provide the physician making the examination with a written statement of required duties.

- the applicant had an active case of tuberculosis with the last 3 years. The applicant shall not be considered if the examination results indicate that performing the required duties may harm the applicant or others.

B 3-INFO Requirements

Results of the physical examinations are subject to 3-INFO requirements.

- Place results in OPF if the applicant is appointed.
- Return examination results to the applicant if the applicant is not selected.

402 Ineligibility of Current Employees or Committee Members

A COC and CMC

COC and CMC members, delegates, and alternates are ineligible to hold office if they do not meet 15-AO requirements.

B County Office Employees

County Office employees are ineligible for continued employment if they do not meet *--employee responsibilities and conduct requirements in 22-PM or if their BI is not favorable or successfully adjudicated.--*

C Responsibility and Authority

If notified of a possible ineligibility, STC, COC, and CED shall act for employees within their jurisdictions.

STC shall determine ineligibility if COC or CED does not act promptly.

D Notifying Employees of Ineligibility

If the proven allegations would make the employee ineligible, notify employee in writing of the:

- reasons
- conditions of ineligibility
- right to reply.

Employee's reply must be within 15 calendar days after the date of the notice stating the reasons for ineligibility.

402 Ineligibility of Current Employees or Committee Members (Continued)

E
Determining Eligibility

STC, COC, or CED shall make the final determination of eligibility no later than 20 calendar days after mailing the notification to the employee. If employee replies, consider this response. After eligibility is determined, follow this table.

IF employee is determined...	THEN...
eligible	notify employee in writing of eligibility.
ineligible	notify employee in writing that the employee: • is ineligible for office or employment • shall be eligible to be rehired if eligibility requirements are met.

403 Verifying New Appointees Employment Eligibility

A
Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 provides that employers shall hire only American citizens and aliens who are authorized to work in the United States.

B
FSA Policy

It is FSA policy to employ United States citizens only.

C
Using I-9 to Verify Employee Eligibility

All employees hired after November 6, 1986, must complete I-9. See Exhibit 45.

Each County Office shall:

- require each employee to complete I-9, Section 1
- check documents establishing employee's identity and eligibility to work and complete I-9, Section 2
- send I-9 to the State Office to be retained in the individual's OPF while employed.

  Note: After separation, I-9 must be retained in the State Office for 1 year.

I-9 shall be available at the State Office for inspection by an Immigration Service or Department of Labor Officer upon request.

Note: I-9 is **not** required:

- for an employee on the rolls as of November 6, 1986, who moves to any other non-Federal county position without a break in service
- upon re-employment of a person following a separation from non-Federal county service if the OPF contains I-9 completed within the previous 3 years
- for COC members.

404-451 (Reserved)

Part 6 Employee Selection

Section 1 CED's and Subordinate County Office Employees

452 Overview

A Introduction

This section includes the policies and procedures concerning CED and subordinate County Office vacancies and selections.

B How to Apply for Employment

*****--All applicants for County Office employment shall submit a resumé or other written application for employment to the office responsible for filling the vacancy.--*****

453 Authority for Approving Vacancies

A Basic Requirements

All anticipated or actual vacancies, including CED, shall not be filled by permanent or temporary appointment until:

- COC recommends and justifies it
- DD recommends it
- SED approves it according to STC-established policies.

B Permanent County Office Positions

SED may authorize filling a vacancy according to STC-established policies after considering COC, CED, and DD recommendations. When filling a permanent position, consider:

- the need for the position
- temporary employees as possible candidates
- actions taken to locate minority candidates.

C CED Positions

STC shall consult with DAFO:

- when it anticipates a CED vacancy
- before taking any action to fill the CED vacancy.

Note: See paragraph 454 for CED vacancies.

454 CED Vacancies

A COC Responsibilities

COC shall notify STC, through DD, of any CED vacancy as soon as it occurs, or if COC expects a vacancy to occur. If a vacancy exists, COC shall:

- hire CED's from the Certificate of Best Qualified Candidates issued by STC
- submit appointment package as soon as possible after candidate is selected.

B STC Responsibilities

If STC expects a CED vacancy to occur within 6 months or less, STC shall:

- recruit for COT's if necessary

  Note: State Offices must check with DAFO to review ceilings before hiring COT's.

- provide COC's with a Certificate of Best Qualified Candidates. See subparagraph E.

Note: See subparagraph J for STC hiring authority when COC is unable to choose from the Certificate of Best Qualified Candidates.

C Grade for CED Vacancies

CED vacancies shall be filled at or below the grade authorized by the most recent CED C&PP.

If more recent workload and program data than was used in the latest CED C&PP is available, then contact HRD for CED grade determination.

D Advertising CED Vacancies

All CED vacancies shall be posted with a nationwide area of consideration, unless DAFO approves a waiver to restrict the vacancy announcement to a Statewide area of consideration because of a State being above FTE staffing levels. CED's vacancy announcements shall clearly specify the area of consideration as nationwide or Statewide.

CED vacancies shall be advertised with a minimum area of consideration that is clearly defined in the vacancy announcement to include the following:

- ***--**all current FSA employees in permanent supervisory or managerial positions, including but not limited to, CED's, FLM's, and State Office FLC's or farm program chiefs with**--*** specialized experience

- in-State COT's who have successfully completed the COT program, or are within 30 calendar days of successfully completing the COT program.

454 CED Vacancies (Continued)

D Advertising CED Vacancies (Continued)

--**The following candidates **may be considered** in the area of consideration when included**-- in the vacancy announcement:

- out-of-State COT's who have successfully completed the COT program
- former (within the last 5 years) FSA supervisory/managerial CO or GS employees with specialized experience
- current Program Technicians, who:
  - previously completed the COT program within the last 5 years
  - requested to remain on the STC register for a 1-year extension
  - exceeded the combined 2-year time limit for the STC register
  - served as Program Technician in Charge for more than 1 year within the last 5 years.

    Note: Must have more than 52 weeks of total experience acquired on 1 to 3 temporary promotions during the most recent 5-year period.

State Offices may submit written requests to DAFO to waive nationwide area of consideration.

Notes: Candidates for CED vacancies must meet the minimum qualifications requirements according to paragraph 455. The minimum qualifications listed in paragraph 455 are **not** applicable for CED's hard-to-fill vacancies. See paragraph 458 for minimum qualifications for hard-to-fill vacancies.

See subparagraph 565 A for required vacancy announcement content. KSA's have been standardized for consistency and are contained in the vacancy templates used to upload announcements by vacancy processors.

454 CED Vacancies (Continued)

* * *

E Determining Best Qualified CED Candidates

After every CED announcement, the SME rating panel will:

- determine the best qualified applicants through a rating process and narrow the number of candidates to a reasonable number by bringing the best qualified candidates to STC's attention

  Note: The SME rating panel will consist of the following:

  - SED (optional)
  - AO (facilitator)

    Note: AO is responsible for ensuring that the requirements of this procedure are followed and to assist in expediting the process. AO **cannot** serve as a rating member.
  - DD
  - CED
  - FLM, State Office Farm Loan Chief, or State Office Chief Program Specialist.

The SME rating panel shall use the following rating instruments to determine a candidate's qualifications:

- review position descriptions and minimum qualification standards according to paragraph 455, and any other material gathered to identify the task and competency requirements of the position
- review each applicant's application, KSA's, performance appraisal, related awards, training, and self-development

Note: If 5 or less applicants apply for a CED vacancy, a SME rating panel will **not** be required. AO will review the application materials for required documents and forward directly to STC to serve as the rating panel before forwarding to COC for interviews.

454 CED Vacancies (Continued)

F Documenting the Rating Process

The SME rating panel is responsible for certifying and reaching a consensus decision to certify 3 to 5 best qualified candidates for STC to review. Scores are combined and recorded on FSA-1055 (Exhibit 48.2) by the SME rating panel.

A rating scale shall be used to rate each applicants' KSA's by assigning points based on the applicant's possession of each KSA. The point ranges are 5, 3, 1, and 0. The scoring key is as follows:

- Superior - 5 points
- Satisfactory - 3 points
- Minimally Acceptable - 1 point
- No Evidence - 0 points.

FSA-1055 shall be used by each panel member to document the rating score and the review of each applicant's application, KSA's, performance appraisal, related awards, training, and self-development.

- Up to 10 candidates may be referred for **each grade level** of the vacancy announcement if meaningful distinctions cannot be made among a smaller number.

- The names of the best qualified candidates from the SME rating panel shall be combined and listed on FSA-1054 (Exhibit 48.3) by grade level in alphabetical order.

A noncompetitive referral is an appointment or placement in a position in the competitive process that is not made by selection from an open competitive process and is usually based on current service.

- Current CED's who apply for current grade level CED vacancy announcements qualify as a noncompetitive referral candidates.

- Failure on the part of the applicant to submit the requested material from the vacancy announcement will result in **not** being considered for the advertised position.

- ***--FSA-1054-1 (Exhibit 48.4) shall be used to document noncompetitive referral--*** candidates by grade level.

- AO shall include any FSA-1054-1's with FSA-1054's to COC for CED interviews.

454 CED Vacancies (Continued)

F Documenting the Rating Process (Continued)

Members of the SME rating panel shall protect the confidentiality of all information received or reviewed during the committee process. The SME rating panel is accountable for defending their final decision to any regulatory or investigative process.

When a large volume of applications are received, a prequalification review of applications can be conducted by AO to expedite the process and to assist the SME rating panel. The purpose of the pre-qualification review is to prescreen those applicants who meet the minimum requirements. AO shall **not** determine which applicants are the "most qualified". This will be done by the SME rating panel.

Note: COT's who have completed their training program are automatically placed on FSA-1054.

G STC Certifying CED Candidates

STC has the final responsibility for determining best qualified candidates based on valid position-related criteria and the employee's application package. STC is accountable for defending their final decision to any regulatory or investigative process.

STC shall review FSA-1054, applications, KSA's, and any other related material submitted by the SME rating panel and issue a **final** FSA-1054.

STC may do either of the following:

- certify all eligible best qualified candidates
- interview all best qualified candidates and reduce the number of applicants to be referred.

Note: STC should follow the suggested interview instructions provided in Exhibit 48.5. If interviewed by STC, then candidates shall be informed of the date, time, and location of the interview.

If STC certifies all eligible candidates, then STC interviews are **not** required. STC **cannot** add candidates to the rating panel's best qualified list.

Note: STC may **not** remove COT's who have successfully completed their training from FSA-1054.

454 CED Vacancies (Continued)

H Notification to Applicant

Applicants should be kept informed of the status of their application. After completing the STC panel process, applicants should be notified of their eligibility for the appointment. A written notification also serves as the applicant's record. Information listed on FSA-337 informs applicants if they are qualified for the position for which they applied.

I Hard-to-Fill Vacancy

A hard-to-fill vacancy exists if **no or only 1** candidate is referred to COC and a selection **cannot** be made after the second announcement with the area of consideration defined in subparagraph D, the CED vacancy may be re-advertised with an area of consideration that includes all candidates meeting the **basic qualifications** as listed in subparagraph 458 B. To facilitate recruitment for the hard-to-fill vacancy, CED's **specialized qualification** requirements are waived.

The CED's hard-to-fill recruitment process can be used in the following circumstances.

- CED announcement was advertised with a nationwide area of consideration according to subparagraph D.

- No candidates applied for the second CED vacancy announcement.

  Note: The second announcement **must** include relocation and recruitment incentives *****--listed in paragraph 460 unless waived by DAFO.--*****

- One qualified candidate is referred to COC for selection.

- COC did **not** make a selection from FSA-1054.

- If no selection is made, COC can request a re-advertisement, through DAFO, of the CED announcement as a hard-to-fill announcement with the "area of consideration" expanded in the announcement to include the following:

  - FSA Statewide area of consideration to include all permanent FSA CO and GS employees in the State

  - all candidates meeting the general qualifications standards listed in paragraph 458 at CO-9-11 or CO-9-12, as appropriate. *** * ***

  Note: COT's or other best qualified candidates **not** selected in the first announcement are automatically placed on the hard-to-fill FSA-1054. Candidates do **not** have to re-apply to be considered.

454 CED Vacancies (Continued)

J STC Authority on Nonselections by COC

IF COC does **not** hire a CED from FSA-1054 issued from STC or FSA-1054-1 within 30 calendar days after receiving either FSA-1054 or FSA-1054-1, then STC may fill the CED vacancy or consider a request to re-advertise as a hard-to-fill vacancy if none or 1 candidate was referred. If STC fails to fill the vacancy, then DAFO may intercede and fill the vacancy.

K COC Hiring Process

Panel interviews provide information on how candidates will perform in the target position. Information is obtained by having each candidate describe, in detail, past and/or current experiences that they believe demonstrate their ability to perform in the position for which they have applied.

L Conducting COC Interview

COC shall:

- review FSA-1054 which was developed by STC and/or FSA-1054-1 for selecting CED
- notify candidates of date, time, and location of interview.

This process shall be conducted in close coordination with STC through DD.

The following are guidelines for interviewing and selecting CED.

- Questions used in the interview **must** be developed before the interview. The same set of questions must be used for all candidates.

- A COC member will lead the interviews by introducing the candidates and panel members and giving an overview of the position and selection process.

- COC's shall share the responsibility of asking interview questions.

- Questions used in the interview should **not** be a restatement of KSA's. Questions **must** be job-related and should be structured to determine to what extent the candidate possess the knowledge, skill, or ability. COC's should see Exhibit 48.5 for suggested interview instructions.

- Where 2 or more COC's are involved in selecting CED, each COC will have equal voting rights in the selection process

Note: A civil rights observer may be present to ensure that the evaluations and any conversation about the process in not discriminatory in nature. The civil rights observer will **not** take part in the interviews or attempt to influence the panel discussion.

454 CED Vacancies (Continued)

M COC Selection Process

Candidates shall be rated on their response to each question from the interview. At the conclusion of each interview, COC's shall assess the candidate using the scale of "**High**", "**Medium**", and "**Low**" on FSA-1056.

The following is an example of FSA-1056.

This form is available electronically.

FSA-1056 (04-19-06) **U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency	1. ANNOUNCEMENT NUMBER
COUNTY COMMITTEE EMPLOYEE (CCE) EVALUATION MATRIX	2. DATE *(MM-DD-YYYY)*
3. POSITION TITLE	4. SERIES AND GRADE
5. DUTY STATION OFFICE	

INSTRUCTIONS TO THE PANEL

The candidates shall be rated on their response to each question. At the conclusion of each interview, the panel shall assess the candidates using the scale of **High**, **Medium** and **Low**, using the Evaluation Matrix. FSA-1056, CCE Evaluation Matrix for each candidate interviewed must be attached with the signed FSA-1054, CCE Competitive Certificate or FSA-1054-1, CCE Non-Competitive Certificate and will be required at the conclusion of the selection process. Retain personal interview notes.

6. INTERVIEW QUESTION *(For example, Briefly, summarize your work history and education or summarize one or two of your important accomplishments)*	7. APPLICANT'S NAME	8. HIGH (✓)	9. MEDIUM (✓)	10. LOW (✓)
11. TOTAL SCORE				

12A. SIGNATURE OF PANEL MEMBERS	12B. DATE *(MM-DD-YYYY)*
13A. SELECTING OFFICAL'S SIGNATURE	13B. DATE *(MM-DD-YYYY)*

Select the candidate and document why the candidate was considered to be most qualified in the remarks section.

14. REMARKS

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

454 CED Vacancies (Continued)

M COC Selection Process (Continued)

COC's shall:

- select the candidate and document why that candidate was considered to be most qualified in FSA-1056

  Note: FSA-1056 and the signed FSA-1054 or FSA-1054-1 will be required at the conclusion of the selection process.

- retain personal interview notes

- notify the State Office through DD of the selected candidate.

Important: All candidates should be notified of COC's decision in writing before announcing the COC's decision.

N State Office Documentation

Members of the STC and COC panels shall protect the confidentiality of all information received or reviewed during the interview process.

The following documents generated from the rating panel, STC process, and COC panel interviews will become part of the official file maintained by the State Office:

- copy of the vacancy announcement
- FSA-1055 from each SME rating panel participant
- FSA-1054 if applicable
- FSA-1054-1 if applicable
- copies of FSA-337
- instructions to the panel members
- FSA-1056
- COC's selection.

These documents shall be maintained as official records for 2 years after the panel interview and filed according to 25-AS.

454 CED Vacancies (Continued)

O Training

Selectees for CED vacancies are subject to any additional training that STC considers necessary. If the selectee is not a current or former supervisory employee or COT, then a 52-week training program similar to the COT program is required.

Note: This training may be shortened with DAFO approval.

STC shall prepare IDP for each GS employee selected for a CED vacancy. See 6-PM.

P Probationary Period

Employees selected for CED positions who have not previously completed a managerial *****--probationary period as a CO employee shall serve a 1-year managerial probationary--***** period according to subparagraph 304 C.

Q Re-Employment Rights for Displaced CED's

Displaced CED's receive priority consideration according to paragraph 328.

*--455 Minimum Qualification Requirements for CED's

A Minimum Qualifications--*

To be eligible for advancement, CED shall meet the minimum qualifications in this table.

Grade Level	Qualifications
CO-9	Candidate shall have 1 year of specialized experience at the CO-7, CO-8, GS-7, or GS-8 level and be selected for a CED position.
CO-11	Candidate shall have 1 year of specialized experience at the CO-9, GS-9, or equivalent level.
CO-12	Candidate shall have at least 1 year of qualifying specialized experience at the CO-11, GS-11, or equivalent level.

Note: Specialized experience is defined as experience that equipped the applicant with the particular knowledges, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the work of the position being filled. To be creditable, specialized experience must have been equivalent to at least 1 year in the next lower grade level.

--

456 Replacement CED

A Acquiring a Replacement CED

A replacement CED can be acquired by doing either of the following:

- designating an Acting CED
- hiring CED.

B Designating Acting CED

COC, with STC concurrence, shall designate an Acting CED if any of the following applies:

- CED is in nonpay status
- CED is absent because of an extended illness
- CED position is vacant.

Note: See paragraph 379 for temporary promotions.

C Hiring Replacement CED

STC shall hire a replacement CED if filling the position is necessary for effective operation. STC shall take the following action when hiring a replacement CED:

- advise the appointee:
  - if there is reason to believe that the incumbent CED will not be returning to duty
  - that the appointment is subject to termination, if incumbent returns to duty
- indicate on personnel action, remarks section, that the appointment is subject to termination if incumbent returns to duty.

  Note: This remark serves as a memorandum of understanding between STC, COC, and the employee.

457 Obtaining and Selecting CO Employees

A Filling Vacancies

CED shall fill vacancies with the best qualified candidates.

Employees may be reassigned from other County Offices by STC according to paragraph 336.

B Obtaining Candidates

When filling vacancies, CED shall hire all subordinate CO employees. CED shall take the following actions for each individual vacancy to obtain candidates.

Step	Action
1	*****--Advise State Office of all vacancies to be filled. State Offices shall request permanent vacancy announcements on the County Office Vacancy Request Tracker.--*****
2	Provide public notice, through vacancy announcements, radio, or newspapers, to ensure an adequate number of qualified and suitable applicants for all permanent and temporary CO vacancies.
3	Take action to notify minority and women organizations in their supervised geographical area of all employment opportunities.
4	Advise State employment office of all permanent and temporary office vacancies. Only advise the local office of temporary vacancies.
5	*****--Receive referral of resumé or written application for employment from each--***** applicant for positions to be filled by permanent or temporary appointment.
6	Consider only candidates qualified and suitable for the positions.
7	Delay filling vacancies with permanent appointments until after the closing date on the vacancy announcement.
8	Follow the requirements for re-employment rights in paragraph 328.

457 Obtaining and Selecting CO Employees (Continued)

C Selecting Candidates

CED is responsible for selecting candidates. CED shall take the following actions for each individual vacancy to select a candidate for employment.

Step	Action
1	Review the qualifications and suitability of each applicant.
2	Write "meets standards" and sign resumés or applications submitted by applicants who meet the qualification standards for the position.
3	Select the best qualified candidate to fill the vacancy.
4	Write "selected" and sign resumé or application for the applicant who is selected.
5	If applicant selected is a current FSA employee, persons promoted shall receive a salary increase according to paragraph 701.
6	Retain resumé or application for all qualified, eligible, and available applicants in the County Office files for at least 1 year for record purposes only. Dispose of the files after 1 year, unless an EEO complaint or grievance is filed. See 22-PM.
7	Submit each selected employee's resumé or application to the State Office. State Offices will maintain resumé or application in OPF.
8	Obtain completed forms necessary for NACI and mail to the State Office according *****--to 1-SEM.--*****
9	Certify by memorandum to SED that every effort was made in the recruitment process to locate and solicit applications from minorities, women, and persons with disabilities.

D DD Responsibilities

DD shall monitor the selection and placement of all Program Technician vacancies in each assigned County to ensure that County Office workforce diversity goals are met.

E State Office Responsibilities

*** * ***

SED's shall take action to ensure that minority and women's organizations, including educational institutions, are notified of all CO and GS employment opportunities in their State.

*****--State Offices shall forward NACI forms according to 1-SEM.--*****

458 Qualification Standards for County Office Employees

A General Standards

In addition to qualification standards in Part 5, Section 5, selected candidates for positions subordinate to CED must meet the specific qualification standards, described in this paragraph, for the position at the applicable grade level.

Exception: The high school graduation requirement, in Part 5, does not apply to:

- office positions filled by temporary appointment
- positions for which the duties are primarily performed in the field.

*--B Hard-to-Fill General Standards

The specialized CED qualification standards required in paragraph 455 are waived to facilitate recruitment for hard-to-fill counties. Candidates for CED hard-to-fill positions must meet the basic experience requirements, described in this paragraph, for the position at the applicable grade level.--*

C Experience Requirements

All candidates for subordinate County Office positions must meet the experience requirements listed in this table to be appointed at the indicated grade level.

Grade Level	Experience Requirements
CO-1	No experience required
CO-2	3 months of Type A
CO-3	6 months of Type A
CO-4	1 year of Type A
CO-5	1 year of Type B, equivalent to CO-4 or GS-4
CO-6	1 year of Type B, equivalent to CO-5 or GS-5
CO-7	1 year of Type B, equivalent to CO-6 or GS-6
CO-8	1 year of Type B, equivalent to CO-7 or GS-7
CO-9	1 year of Type B, equivalent to CO-7, CO-8, GS-7, or GS-8

458 Qualification Standards for County Office Employees (Continued)

--D Type A and B Experience Requirements--

Type A experience is general experience relating to office work or equal background in the operations of a farm or ranch.

Type B experience is CO, GS, or other experience directly related to the functions of the position to be filled or the following:

- for field positions only, experience in operating or managing a representative operating farm or ranch
- experience in FSA as a COC or CMC member.

Note: Excess Type B experience may be substituted for Type A experience.

E Examples of Type A Qualifying Experience

This table contains examples of Type A experience.

Type of Work or Employment	Type of Agency or Business	Knowledge Acquired in Position
Farm or ranch of at least representative size and scope		• Practical farm experience • Knowledge of agricultural crops and livestock and related marketing problems
County-, district-, or State-level positions	• USDA agencies • State departments of agriculture • State or local extension services • Vocational agriculture schools	Operational phases of farm or agricultural credit programs carried out by the respective agencies or institutions
Manager of local business	• Feed • Fertilizer • Farm Machinery • Elevators or warehouses for farm products • Other businesses working with farmers and farm-related activities	Farm operations and problems

458 Qualification Standards for County Office Employees (Continued)

F Examples of Type B Qualifying Experience

This table contains examples of Type B experience.

Type of Work or Employment	Previous Duties and Responsibilities	Type of Agencies	Knowledge Acquired
County-, district-, or State-level positions	Equivalent to or no less than 1 grade lower than the County Office job applied for **Note:** Employees with 1 year of CO-7 or GS-7 Type B experience or equivalent qualify for CO-9 level positions.	• USDA agencies • State departments of agriculture • State or local extension services • Vocational agriculture schools	Operational phases of farm or agricultural credit programs carried out by the respective agencies or institutions
• STC member • COC member • State employee • County Office employee	Equivalent to or no less than 1 grade lower than the County Office job applied for **Note:** Employees with 1 year of CO-7 or GS-7 Type B experience or equivalent qualify for CO-9 level positions.	FSA or predecessor Agencies	Operational phases of farm or agricultural credit programs carried out by the respective agencies

G Substituting Education for Experience

To substitute education for Type A or Type B experience, or both, academic study must have been at an accredited college or university.

H Qualifying Grade Based on Education

Education above high school may be substituted according to the following.

Grade Level	Amount of Education Required
CO-3	1 year above high school
CO-4	2 years above high school
CO-5	4 years above high school

458 Qualification Standards for County Office Employees (Continued)

I Special Requirements

County Offices may supplement the qualification requirements with either of 2 special requirements when these abilities are needed. COC shall document and obtain STC approval before using either of these special requirements.

- **Performance Test.** Applicants for positions requiring a keyboard or other office equipment, or the ability to take and transcribe dictation, may be required to pass a performance test.

- **Language Requirement.** In certain areas of the country, applicants may be required to:

  - know a language other than English

  - have an ability to work with groups of people for whom English is not the primary language.

  These cases should be clearly evident by the office location and the cultural, ethnic, or social constituency of the farmer-producer clientele in the county.

459 Selecting Federal Employees for County Vacancies

A Selecting Federal Employees

CED's may select current or prior Federal employees to fill County Office vacancies.

Note: It is imperative for State Offices to obtain previous service history. Failure to identify the service at the time of appointment could result in the employee being placed in the wrong retirement system. See Part 7.

B Previous Transferred Federal Employee

If the selected candidate is a current Federal employee, State Office shall determine whether the employee was transferred at U.S. Government expense in the previous 12 months of Federal employment.

- In U.S. Government transfers, the employee agrees in writing to remain in U.S. Government service for 12 months after transfer.

- This transfer agreement shall be honored by FSA County Office employment. If the employee separates from the County Office while the service agreement is in effect, the money spent by the U.S. Government is recoverable from the employee.

C Transferring Federal Employee's Leave

Federal employees, who move to a county leave-earning position without a break in service of more than 3 calendar days, shall transfer all annual and sick leave. See 17-PM.

State Offices shall request the leave records and transcript of service for employees whose OPF's are maintained in the respective offices.

460 Recruitment and Retention Incentives

A Incentives

*** * *** The following incentives are extended to County Offices:

- travel expenses for pre-employment interviews
- travel and transportation expenses for first duty station appointments
- recruitment bonuses of up to 25 percent of base salary
- relocation bonuses
- retention allowance of up to 25 percent of base salary for employees having completed 1 year of continuous service with the Agency

•*****--Student Loan Repayment Program.--*****

B Justification

If it is anticipated that any of these incentives might be used, State Offices shall prepare written justification specifying why, in the absence of the incentive, the office would encounter difficulty in filling the position with a highly qualified candidate.

- Send this justification and request for approval to DAFO before initiating the recruitment effort.
- If approved by DFO and concurred by HRD, specify the incentive on the recruitment announcement.

***--461 Filling Chief Program Technician Positions**

A Establishing Chief Program Technician Positions

Establish Chief Program Technician positions according to paragraph 134.

B Selecting Chief Program Technician

CED shall:

- notify County Office employees within the county that a Chief Program Technician position has been established

  Note: CED's have the option of advertising the position Statewide.

- solicit applicants from Program Technicians who are interested in applying for the Chief Program Technician position

- interview applicants

- make selection

- document reasons for selecting a particular applicant for the Chief Program Technician position in the COC executive minutes.**--***

462-476 (Reserved)

Section 2 COT Program

477 Authorities and Responsibilities for COT Program

A STC Responsibilities

STC's or SED's shall:

- under the direction of STC's, establish a COT program
- in determining the number of COT positions to establish:
  - estimate the number of anticipated CED vacancies for the near future
  - establish positions for COT's up to the number of DD's in the State

  Note: SED's may, if justified, request additional ceiling for COT's from DAFO.
- ensure that training County Offices are selected

  Note: Consider scope of program activity that will provide COT's with the most extensive background in County Office operations.
- recruit, select, and place candidates in the COT program, see subparagraph F
- have responsibility, through DD's, for supervising and training COT's.

477 Authorities and Responsibilities for COT Program (Continued)

B DD's Responsibilities

DD's shall:

- work with SED's to select County Offices to provide COT program training
- consider:
  - the location of the training site
  - whether program or administrative training is available within the county
- evaluate COT's performance by consulting with CED who provided the specific training
- conduct periodic evaluations to provide COT's who have deficiencies an opportunity to improve before the training period ends.

C State Training Officers Responsibilities

State Training Officers shall:

- work with SED in developing COT training plans
- use FSA-600. COT's shall have an SED-approved FSA-600 before training begins.

Note: See 6-PM for information about FSA-600.

D COC's Responsibilities

--**COC's shall continue to hire CED's from the STC Certificate of Best Qualified Candidates containing names of incumbent CED's certified by STC, COT's, and other eligibles based on paragraph 454.**--

Note: See paragraph 454 on CED vacancies.

477 Authorities and Responsibilities for COT Program (Continued)

E Allocation for COT Program

COT's shall be on the payroll of the County Office selected for COT's training. The County Office allocation will be increased to pay this expense.

F Recruiting COT's

When recruiting COT's, State Offices shall:

- advertise a minimum of 14 calendar days for established COT vacancies and ensure that each County Office is advised in a timely manner
- use Regional Recruitment Teams to assist in:
  - recruiting for COT candidates in locations where there is a significant number of applicants to fulfill FSA's EEO goals
  - encouraging COC's, colleges, and State departments of agriculture to recommend candidates for selections
- make minimum qualifications determinations according to paragraph 480.

G COT Rating Panel

A COT rating panel will:

- determine the best qualified applicants through a rating process

  Note: The rating panel will consist of the following:

  - SED
  - ***--**AO/EO
  - DD
  - CED
  - FLM or Farm Loan Chief.**--***

477 Authorities and Responsibilities for COT Program (Continued)

*--G COT Rating Panel (Continued)

- review each applicant's application, KSA's, performance appraisal, related awards, training, and self-development

  Note: These factors will be considered in the evaluation process only to the extent that they are clearly related to 1 or more KSA's in the job being filled.

- rate each applicant for each KSA based on the following:

  - superior (5 points will be assigned)
  - satisfactory (3 points will be assigned)
  - minimally acceptable (1 point will be assigned)
  - no evidence (0 points will be assigned)

- certify 3 to 5 best qualified candidates to SED and STC for review; up to 10 candidates may be referred for COT vacancy if meaningful distinctions cannot be made among a smaller number.

H COT Interview Panel

A COT interview panel, made up of at least SED and STC, shall interview best qualified applicants as determined by the rating panel. STC shall select the best qualified candidate.--*

See Exhibit 50 for guidelines on evaluating the candidates.

478 COT Employment Restrictions

* * *

A Committee Members as COT's

Committee members shall resign before being selected for a COT position. This includes the following:

- COC members
- COC alternates
- COC advisors.

* * *

479 COT Program Policies

A
Qualification Requirements

--**The COT rating panel shall screen COT candidates according to**-- paragraph 480 and Exhibit 50. CED qualifications are in paragraph 455.

COT's shall sign FSA-227 (Exhibit 51). FSA-227 states:

- the conditions of the COT program
- that COT's may be separated if they decline more than 1 interview or job offer for a CED position.

B
COT Appointments

--**STC's select COT's. COT's shall receive permanent appointments that**-- have:

- a NTE date of 24 months from the enter on duty date
- all benefits that apply to all other permanent appointments.

C
COT Job Classification

Standard job positions for COT's are described in Exhibit 4. State Offices shall develop additional duties based on FSA-600 requirements. COT's who are determined to be qualified may be assigned duties described in Exhibit 4 after:

- successfully completing the 52-week training period
- formal evaluation by the State Office.

D
COT Eligibility for CED

A candidate shall successfully complete the COT program to qualify for CED.

480 Qualification Standards

A
General Standards

In addition to standards in Part 5, Section 5, selected candidates for COT positions must meet the specific qualifications standards in this paragraph.

Candidates shall have a knowledge of farming practices and customs.

B
CO-5 Qualifications

All candidates for COT, CO-5 shall meet 1 of the sets of qualifications listed in this table to be eligible for the COT program.

Set	Education or Experience
1	A 4-year degree.
2	***--**Applicants shall have at least 1 year specialized experience equivalent to the grade 5 level or above.**--*** Specialized experience is defined as experience that equipped the applicant with the particular knowledges, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the work of the position being filled. To be creditable, specialized experience must have been equivalent to at least 1 year in the next lower grade level.
3	Combination of education and experience described in set 1 or 2. Substitution is based on 30 semester hours or 45 quarter hours per year of academic study for 9 months of work experience.

Continued on the next page

480 Qualification Standards (Continued)

C CO-7 Qualifications

All candidates for COT, CO-7 shall meet 1 of the sets of qualifications listed in this table.

Set	Education or Experience
1	A 4-year degree with a grade point average of at least 3.0 on a 4.0 point scale.
2	***--**Applicants shall have at least 1 year specialized experience equivalent to the grade 6 level or above.**--*** Specialized experience is defined as experience that equipped the applicant with the particular knowledges, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the work of the position being filled. To be creditable, specialized experience must have been equivalent to at least 1 year in the next lower grade level.
3	Combination of education and experience described in set 1 or 2. Substitution is based on 30 semester hours or 45 quarter hours per year of academic study for 9 months of work experience.

480 Qualification Standards (Continued)

D CO-9 Qualifications

All candidates for COT, CO-9 shall meet 1 of the sets of qualifications in this table.

Set	Education or Experience
1	Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree.
2	Applicants shall have at least 1 year specialized experience equivalent to grade 8, or be equivalent to grade 9 or above. Specialized experience is defined as experience that equipped the applicant with the particular knowledges, skills, and abilities to perform successfully the duties of the *****--position, and is typically in or related to the work of the position being filled. Examples of specialized experience would be experience in an FSA Supervisory position, COT position, or PT-in-Charge position within the last 5 years for a total of at least 52 weeks. See subparagraph 454 D.--*****
3	Combination of education and experience described in set 1 or 2. Substitution is based on 30 semester hours or 45 quarter hours per year of academic study for 9 months of work experience.

E Evaluating Candidates

STC shall rate candidates to determine the quality of experience and potential based on the criteria in Exhibit 50.

481 COT Training

A Training Program

Each COT shall satisfactorily complete a minimum 52-week training program. A minimum of 6 months training outside the county is required.

Exceptions: SED's may submit a request to DAFO for a shortened training period based on prior experience with FSA or predecessor agencies. Each request shall include a justification and specify the requested duration of the training period.

When a Program Technician is selected as COT, the training County Office may be the County Office in which the employee was employed as a Program Technician only after DAFO approval because of exceptional circumstances.

B Unsatisfactory Completion of Program

COT's who do not satisfactorily complete the required training shall be separated. See subparagraph 483 A for exception.

C Satisfactory Progress in Program

COT's who make satisfactory progress will be scheduled for National CED Management Training, given in 2 separate 1-week sessions.

- The first session shall be scheduled, when possible, between the 12th and 28th weeks of the COT program.

- There shall be at least 6 months, if possible, between the first session and second session. The second 1-week session shall be scheduled when possible.

D Evaluating Training Program

Final evaluation about successfully completing the training is by STC. STC considers input from the following about COT's performance:

- SED
- DD
- State Training Coordinator
- Program Specialist
- previous CED trainers
- previous FLM trainers.

481 COT Training (Continued)

D Evaluating Training Program (Continued)

If COT is at the CO-5 level, use this evaluation to determine whether COT shall:

- continue at CO-5 or be promoted to CO-7
- be separated.

E COT's Remaining at CO-5

CO-5 COT's shall receive any additional training necessary to qualify them for a permanent County Office position or CED trainee, CO-7.

- The additional training for reconsideration at CO-7 shall not last longer than 1 month.

- At the end of the additional training, State Office shall evaluate to determine whether COT should be placed on the Program Technician list for selection by CED.

481 COT Training (Continued)

F COT Training Record

Prepare and maintain a training program record showing the sequence of administrative and program operations and demonstrated management skills that each COT must have to complete the program.

- State training coordinator shall initially prepare the record.
- Trainer CED's shall use the record to indicate COT's progress during the training period.
- The training coordinator shall maintain a master copy of COT's record, for reviewing progress and evaluations with:
  - COT
  - responsible officials.

482 Promoting COT's

A Upgrading CO-5 to CO-7

COT, CO-5 who successfully complete 6 months of the training program shall be promoted to COT, CO-7 if evaluated to have CED potential.

B Placing COT's on STC Certificate of Best Qualified Candidates

Current COT's who successfully complete training shall be placed on the STC Certificate of Best Qualified Candidates.

C Upgrading to CO-9

*** * *** COT's at the CO-7 level shall not be promoted to the CO-9 level, unless they have been selected by COC for a CED position.

***--**CO-7 COT, selected by COC for a CED position, must meet both of the following before promotion to a CO-9 CED position:

- time in grade (52 weeks at the grade 7 level)
- qualification requirements for specialized experience according to subparagraphs 455 A and 480 D.**--***

D Selecting CO-9 COT's

COT, CO-9 who is selected for a CED position shall be placed in a CED, CO-9 position at the same step if they have less than 12 months of COT experience at the CO-9 level.

Promotion to the CED-11 level may occur when the employee has 12 months of COT and/or supervisory/managerial experience at the grade 9 level.

483 Return Rights for Office Employees Selected as COT's

A Return Rights

County Office employees who are selected as COT's shall have return rights to their former *****--positions at any time in the first 6 months of the COT training period.--*****

Document personnel action for the Program Technician to show, in the remarks section, that STC selected the employee as COT.

B Replacing County Office Employees

Employees hired to replace Program Technicians hired as COT's shall be given a temporary appointment NTE 1 year.

- Document in personnel action, remarks section, to show that replacements will be separated from their jobs if COT's exercise return rights.

- *****--If COT successfully completes the first 6 months of the training program,--***** the replacement Program Technician may be given a permanent appointment if the position was originally advertised as having the potential of being made permanent; otherwise; advertise the position.

Employees may be temporarily promoted to replace Chief Program Technicians hired as COT's. Temporary promotions shall be competitive and not exceed 1 year. If COT successfully completes the training program, the employee given the temporary promotion may be permanently promoted to the Chief Program Technician position, if the Chief Program Technician position was originally advertised as having the potential of being made permanent. Otherwise, advertise the position.

484 COT's Not Placed After One Year

A Removal From STC Certificate of Best Qualified Candidates

COT's shall not remain on the STC Certificate of Best Qualified Candidates for more than 1 year. If COT's have been on the register for more than 1 year, STC shall:

- place COT's in vacant Program Technician positions anywhere in the State if they entered the COT program from a Program Technician position

- separate COT's if they were not County Office employees before entering the COT program. STC may give these COT's consideration for vacant Program Technician positions for which they qualify.

  Exception: STC may extend time period with DAFO approval.

485 Salary Changes

A WGI of Program Technician Appointed as COT

The waiting period for WGI will not change for a Program Technician appointed as COT at the same grade.

B Promotions

Set salaries according to paragraph 701 for County Office employees promoted to COT.

C Downgrades From COT to Program Technician

Former County Office employees who are returned to the former position from the COT position within 26 weeks will be returned to the grade and step of their former position.

The time accrued in the higher grade for WGI purposes shall be credited toward the WGI anniversary date of the lower graded position, in addition to the time previously accumulated at the lower grade.

D Pay Retention Authorization

--**FSA employees entering the COT program who are downgraded shall have their salary set**-- at the step of the lower grade that most nearly matches their salary without reducing their salary. If their current basic salary exceeds step 10 of the lower grade, pay retention is authorized if they held their higher grade for at least 1 year.

E Terminating Pay Retention

Discontinue pay retention when the employee:

- receives a promotion to a position and salary equal to or higher than the salary held before demotion
- returns to former position
- is separated from the COT program.

485 Salary Changes (Continued)

F Promoting Employees With Pay Retention

Promote COT's under pay retention according to this table.

<table>
<tr><th>Reason for Pay Retention</th><th>Rate of Pay</th><th colspan="2">Additional Actions</th></tr>
<tr><td rowspan="4">Demoted from CO-11 or higher.</td><td rowspan="4">After 1 year of CED experience at the CO-9 level, set basic pay at the step of CO-11 that most nearly matches their salary without reducing their salary.</td><td colspan="2">Process as an administrative pay adjustment.</td></tr>
<tr><td>IF employee's basic salary rate is...</td><td>THEN pay retention...</td></tr>
<tr><td>within the range of CO-11, steps 1 through 10</td><td>ends and a new WGI waiting period begins, effective with the pay adjustment to CO-11.</td></tr>
<tr><td>higher than CO-11, step 10</td><td>continues until the employee is promoted to a grade that will accommodate the employee's salary.</td></tr>
</table>

486-489 (Reserved)

*--490 County Office Career Intern Program (COCIP)

A Purpose

COCIP's purpose is to have an alternative to the COT program as prescribed Part 6, Section 2. COCIP will assist State Offices by simplifying the hiring process and authorizing direct hiring authority to aid in recruiting and attracting exceptional individuals with a variety of experience, academic disciplines, or competencies. Key differences between the COT program and COCIP are:

- there is no formal job announcement requirement as with COT program (minimum of 14 calendar days); however, employers **must** actively recruit from events such as college or university career fairs and job fairs for COCIP appointments

- initial COCIP appointments can be made at **any** grade level for which there is a formal training program in place; however, the intent of COCIP is to have an initial appointment at the GS-5, -7, -9 level

- COCIP requires a 2-year internship

- under COCIP, STC has direct hire authority with no COT rating panel (subparagraph 477 G)

- during the 2-year internship, employees will participate in a formal training and development program and job assignments to prepare for a successful career as CED.

B References

See 6-PM for employee development and training.--*

*--490 County Office Career Intern Program (COCIP) (Continued)

C Recruitment

There is **no** formal job announcement requirement as with COT's (minimum of 14 calendar days); however, employers **must** actively recruit from events such as college or university career fairs, and job fairs for COCIP appointments.

Note: Candidates shall be recruited in locations where there is a significant number of applicants to fulfill FSA's EEO goals.

Applicants shall submit a resume with college transcript.--*

***--490 County Office Career Intern Program (COCIP) (Continued)**

D Determining Eligibility

COCIP applicants:

- must be U.S. citizens
- must meet the minimum qualifications for the position
- demonstrate leadership potential and community service
- have completed a Bachelor's or Graduate degree from an accredited college or university, will complete all of their requirements within 6 months, or possess exceptional work experience
- if applying based on education, must have an overall college GPA of 3.0 or better in the following recommended degree programs:
  - Ag-Business
  - Agriculture
  - Agronomy
  - Animal Science
  - Biological Sciences
  - Botany
  - Business
  - Forestry
  - Natural Resources Management
  - Soil Conservation
  - Veterinary Medicine
  - Zoology.--*****

***--490 County Office Career Intern Program (COCIP) (Continued)**

E Selection

Selection does not need to be merit based; however, after selection by STC and before appointment, the State Office shall send the applicant's resume and any supplemental data to be verified by an employment specialist in HRD to ensure that the selected candidate is qualified.**--***

*--491 COCIP Appointment Documentation

A Initial Appointments

Upon initial appointment, COCIP appointee shall sign FSA-226 and agree to the conditions of employment. The initial appointment will have a 24 month NTE date that begins on the enter-on-duty date.

B Job Classifications

COCIP appointees will use standard job descriptions described in Exhibit 4.

C Benefits

COCIP appointees will receive all benefits that apply to all other permanent appointments, including earning annual and sick leave and being eligible for life insurance, health coverage, and retirement benefits.

D Promotions

COCIP appointees may be promoted during the internship.

E Reassignments

COCIP appointees shall **not** be assigned work outside their initial assignments other than the rotational assignments.**--***

***--491 COCIP Appointment Documentation (Continued)**

F Performance Management

COCIP appointees will have their performance evaluated according to FFAS performance plans.

G Ceiling Allocation

States will stay within allotted FTE as provided by DAFO.

Note: COCIP appointees **will not** be placed in a County Office without a CED.

H COCIP Appointee Eligibility for CED

COCIP appointees **must** successfully **complete** COCIP to qualify for CED positions.

I Termination/Unsatisfactory Completion of COCIP

COCIP appointments end after the 2-year internship probation period. A second 1 year probation period is needed after selection as CED to meet the supervisory probation periods.

Note: COCIP's that do **not** progress satisfactorily or **do not** complete the training requirements shall be separated.**--***

*--492 COCIP Training Overview

A COCIP Training Program

The COCIP training program will:

- have an IDP developed upon entering COCIP to include FSA-600
- have all training documented in AgLearn
- include USDA core competencies for Administrative/Professional Positions, as follows:

  - applicable computer courses
  - change management
  - civil rights
  - communications
  - customer satisfaction
  - ethics
  - Government Performance and Results Act
  - leadership skills
  - management skills and techniques
  - strategic planning
  - team building.

B After Successful Training Completion

After COCIP appointees successfully complete COCIP, graduates will be placed on the STC Register of Best Qualified Applicants for CED Positions.--*

493-550 (Reserved)

Section 3 Employee Records

551 Establishing and Maintaining OPF's

A
OPF's at State Office

State Offices shall establish and maintain OPF's for all CO employees and committee members.

B
State Office Action

The Chief Administrative Officer, or an official responsible for administrative activities, shall:

- maintain county OPF's in the State Office according to OPM's "The Guide to Personnel Recordkeeping"
- file forms and records about health benefits and life insurance
- for employees whose OPF's are maintained in the State Office, advise County Offices on matters affecting those employees, including:
  - change in leave earning rates
  - date WGI is due.

552 OPF Contents

A Permanent Forms

The following forms are not listed in "The Guide to Personnel Recordkeeping" but are considered permanent records:

- FSA-50
- FSA-67
- FSA-67A
- FSA-200
- FSA-282
- FSA-322

  Note: Remove FSA-322 from OPF when employee terminates outside employment or activity.

- FSA-586
- ***--original resume′ or application for employment--***
- I-9

  Exception: Upon the employee's separation, remove I-9 and place in a separate file. See paragraph 403.

- FSA annual pay status records.

C Permanent Forms for Committee Only

The following forms are permanent records and are used for committeepersons only:

- FSA-353
- FSA-362.

553 Candidate With Previous County FSA Service

A
Candidate With Previous Service

If candidate for employment had previous county FSA service, obtain OPF as soon as possible from either FRC or previous State Office if OPF has not yet been sent to FRC. See Part 7 for creditable service requirements.

- Do not make permanent appointment before reviewing OPF.
- If delay would adversely affect program operations, give the candidate a temporary appointment.

B
Person Elected to COC or CMC With Previous Service

If newly elected COC or CMC member has previous service, obtain OPF as soon as possible after election. Previous service includes:

- former COC
- former CMC
- employee service.

C
Flagged OPF's

If a candidate's OPF is flagged with FSA-362:

- the State Office will notify the County Office
- do not give the candidate an appointment until the State Office provides advice on the candidate
- and candidate has already been given a temporary appointment, do not give a permanent appointment until the State Office provides advice on the candidate.

554 Candidate With Previous Federal Service

A
Obtaining Previous Service Record

If a County Office employee has previous Federal service that is not shown on service records in OPF, the State Office shall contact the former Agency for the service record. See Part 7 for creditable service requirements.

B
State Office Action

State Offices shall:

- obtain an official statement of service from former Agency
- determine the statement's credibility
- inform the County Office.

555 Providing Record of Employee's Service to Other Agencies

A
Employing Agency

The employing Agency is responsible for obtaining an employee's record of creditable service. Requests for transcripts will normally be directed to FRC.

B
State Office Action

When OPF has not yet been sent to FRC, the State Office shall:

- respond to the request
- provide a transcript, upon request, if employee's OPF is retained in the inactive files.

*--556 Limiting Access to STC Certificate of Best Qualified Candidates

A
For Official Use Only

The STC Certificate of Best Qualified Candidates, including any supporting--* papers and comments, is for official use only. See 3-INFO for guidelines on Privacy Act of 1974 (88 Stat. 1986) requirements.

B
Limiting Access

Limit access to these records to persons who have official need for them.

- Protect information obtained in confidence, to preserve the relationship between the candidate and the current or perspective employer.
- General information is not restricted.

  Examples: Number of candidates on a certificate.

  Verifying that the candidate's name is on the certificate.

557-560 (Reserved)

Section 4 County Office Vacancy Announcements

561-563 (Withdrawn--Amend. 3)

564 Posting and Distributing Announcements

A Requirement for Posting Announcements

All County Office vacancy announcements for permanent positions shall be posted on the USAJOBS web site *** * ***.

There is no requirement to post vacancy announcements for temporary County Office positions on the web sites. County Office vacancy announcements for temporary positions exceeding 90 calendar days may be posted on the USAJOBS web site *** * ***.

--B Requesting to Post Announcements--

County Offices shall follow State Office instructions to submit a request to the State Office to fill a vacancy.

State Offices shall:

- ***--**determine whether the vacancy will be filled

- initiate the request to post a vacancy on the County Office Vacancy Request Tracker according to subparagraph 565 B.**--***

*** * ***

C Web Location

*** * ***

Employees and public job seekers can access the announcements at OPM's Governmentwide ***--**employment information system, USAJOBS on the web at **www.usajobs.gov**.**--***

565 Announcement Content

A Required Information

Each announcement shall include:

- announcement number which consists of the State abbreviation, the current calendar year, and a sequential number from 0001 through 9999
- opening date
- closing date which shall be at least 2 weeks after opening date
- area of consideration that is:
  - nationwide for CED positions
  - Statewide for subordinate CO positions, can be increased or decreased with *****--DAFO approval--*****

  Note: The area of consideration:

  - can be restricted to a smaller area, such as Statewide FSA employees from overstaffed counties

  *****--shall be 1 of the following:

  - all sources
  - FSA Statewide (includes all permanent FSA CO and GS employees in the State)
  - FSA nationwide (includes all permanent FSA CO and GS employees).--*****
- position title
- pay plan (CO) and grade range of position which is the lowest and highest possible grade of the position

565 Announcement Content (Continued)

A Required Information (Continued)

- location or duty station
- description of duties which is general in nature; the specifics are in the position description
- general qualifications
- KSA's
- how to apply
- relocation expenses authorization statement
- EEO statement.

*** * ***

***--B County Office Vacancy Request Tracker**

State Offices shall complete the Sharepoint County Office Vacancy Request Tracker with the required information. The County Office Vacancy Request Tracker is located on the DAFO Sharepoint site at **https://fsa.sc.egov.usda.gov/mgr/DAFO/Lists/County%20Office%20Vacancy%20Request%20Tracker/AllItems.aspx**.**--***

566-576 (Reserved)

Part 7 Determining Creditable Service and Figuring SCD's

Section 1 Crediting Service for Retirement SCD's

577 Crediting Civilian Service

A Creditable Service

The following civilian service is creditable for CSRS and FERS employees:

- service as an employee of an FSA County Office
- Federal service performed in the executive, judicial, or legislative branches if it meets the following test for Federal employment:
  - engaged in the performance of a Federal function
  - appointed or employed by a Federal officer
  - under the direction of a Federal official.

B Creditable Service for CSRS and CSRS Offset Employees

The following service, meeting the requirements in subparagraph A, is creditable for CSRS and CSRS Offset employees:

- all service for which CSRS retirement deductions were withheld
- refunded CSRS service

  Note: Refunded service is civilian service during which CSRS retirement deductions were withheld but later refunded to the employee.

- nondeduction service.

  Note: Nondeduction service is civilian service during which no retirement deductions were withheld. Generally, this would be noncareer time, such as temporary, indefinite, or intermittent.

Continued on the next page

577 Crediting Civilian Service (Continued)

C
Creditable Service for FERS Employees

The following service, meeting the requirements in subparagraph A, is creditable for FERS employees:

- all service performed on or after January 1, 1987, for which FERS retirement deductions were withheld

- all service performed between January 1, 1984, and December 31, 1986, for which retirement deductions were withheld for the Interim Retirement Plan

- nondeduction service performed before January 1, 1989

- creditable CSRS service of an employee who transfers to FERS and will have the time frozen and used in a CSRS component

  Note: The employee will have 5 or more years of creditable CSRS time at the time of transfer.

- creditable CSRS service of an employee who is automatically covered by FERS or transfers to FERS and will have the time redesignated as FERS time

  Notes: The employee will have less than 5 years of creditable CSRS time at the time of appointment or transfer.

  When the CSRS service includes nondeduction time performed after December 31, 1988, the nondeduction time is not creditable service for FERS.

- refunded CSRS service, if a deposit is made before final adjudication of retirement claim

  Note: This is civilian service during which CSRS retirement deductions were withheld but later refunded to the employee, and the service is not being used as a part of a CSRS component.

- nondeduction service performed after December 31, 1988, when a FERS employee is entitled to a CSRS component and the nondeduction time is creditable under the CSRS component.

Continued on the next page

577 Crediting Civilian Service (Continued)

D
Noncreditable Service for FERS Employees

The following service is not creditable:

- nondeduction service performed after December 31, 1988, that is not creditable under a CSRS component
- refunded FERS service.

E
Other Creditable Service

Under certain circumstances, the following types of service are creditable for retirement purposes:

- DC Government service
- volunteer service
- contract service
- Government-owned corporations
- emergency relief agencies
- service under other contributory retirements systems, such as Foreign Service and DC Government police and firemen
- Japanese-American employee credit
- National Guard technicians
- employees' compensation
- part-time flexible postal employees
- temporary (casual) Christmas postal employees.

See Section 5 when an employee claims any of these types of services on FSA-67A.

578 Crediting Military Service

A
Creditable Service

All honorable active military service, including active service as a reservist, is potentially creditable for retirement purposes.

B
Exception

If the individual receives military retired pay based on that military service, the retired pay must be waived before the service can be used for retirement purposes. State Offices may contact HRD for guidance on crediting the service of all retired military employees.

C
Active Military Service

Military service is duty in the uniformed forces of the United States that is performed on a full-time basis.

To be creditable for retirement purposes, active military service must have been terminated under honorable conditions. The type of discharge determines whether service was honorable.

D
Honorable Discharge

Honorable discharge means any separation from active duty in the Armed Forces under honorable or satisfactory conditions. If an employee has several enlistments or commissions, each period of service is considered separately. The following types of separations are considered to be under honorable conditions:

- died in action
- separated because of undue hardship
- transferred to retired list because of age or disability
- transferred to Fleet Reserve
- furloughed to Reserve Forces
- under honorable conditions
- general discharge.

Continued on the next page

578 Crediting Military Service (Continued)

E
Dishonorable Discharges

The following types of separations are considered to be dishonorable or under other than honorable conditions:

- undesirable
- acceptance of resignation for the good of the service
- bad conduct
- unfitness
- desertion
- clemency or "neutral" discharge.

F
Doubtful or Special Order Discharges

State Offices may contact HRD for guidance when the discharge papers indicate:

- separation because of fraudulent enlistment, such as misrepresentation of age, marital status, etc.
- wholly retired
- acceptance of resignation if "under honorable conditions" is not shown.

Continued on the next page

578 Crediting Military Service (Continued)

G
Post 56-Military Service

Include all post 56-military service in SCD for retirement regardless of whether a deposit has been made.

H
Other Creditable Military Service

Under certain circumstances, the following types of service are creditable:

- military academy service
- National Guard service
- service qualifying for the Department of Veterans Affairs benefits
- retired members
- Naval Reserve Officers Training Corps
- Army Reserve Officers Training Corps.

See Section 5 when an employee claims any of these types of services on FSA-67.

579-590 (Reserved)

Section 2 Crediting Service for Leave Accrual SCD's

591 Crediting Civilian Service

A
Creditable Service

County Office and Federal service that is creditable for CSRS or FERS is creditable for leave accrual purposes.

B
Additional Statutes

The following specific statutes are applicable when crediting service for leave accrual purposes.

- Service during which an individual was subject to CSRS or FERS retirement deductions is creditable for leave accrual purposes even if the individual later receives a refund of those deduction.
- Service during which an individual was not subject to retirement deductions is creditable for leave purposes if the service is subject to CSRS rules.
- Civilian service under another retirement system for Federal employees is creditable under CSRS and, therefore, for leave purposes.
- If an FERS employee is entitled to a CSRS component in employee's FERS benefit, then the service covered by the CSRS component is subject to CSRS rules for crediting service.

Continued on the next page

591 Crediting Civilian Service (Continued)

C
Other Creditable Service

Under certain circumstances, the following types of service are creditable for leave accrual purposes:

- VISTA and other action full-time service
- Peace Corps Volunteer Service
- DC Government service
- temporary Christmas postal employees
- nonappropriated funds employment
- National Guard Technician Service
- Cadet Nurse Corps Service
- seasonal and on-call employment
- employee compensation
- restoration from military furlough.

See Section 5 when an employee claims any of these types of services on FSA-67A.

592 Crediting Military Service

A
Creditable Service

All military service that is creditable for CSRS or FERS is creditable for leave accrual purposes.

B
Post 56-Military Service

Credit all post 56-military service for leave accrual purposes regardless of whether a deposit has been made.

593-612 (Reserved)

Section 3 Crediting Service for TSP SCD's

613 Determining TSP SCD Date

A Introduction

This section explains how to determine whether prior Government service is creditable for TSP purposes.

B Determining Date

TSP SCD date shall never be before January 1, 1984. TSP SCD's computed to a date before January 1, 1984, will be shown as January 1, 1984.

614 Crediting Civilian Service

A
Creditable Service

TSP SCD determines when vesting occurs for the Agency automatic 1 percent contribution.

- TSP SCD is only required for FERS employees.
- All of an employee's creditable civilian service is used to compute TSP SCD, regardless of:
  - when the service was performed

    Note: Temporary or intermittent time performed after December 31, 1988, is counted.

  - whether retirement deductions were withheld
  - whether the retirement deductions were refunded to an employee.
- Military service is not creditable.

B
Adjusting for LWOP

TSP SCD shall be adjusted for LWOP in excess of 6 months in a calendar year, unless LWOP results from an entry into active military duty. The amount of LWOP in excess of 6 months is not creditable time.

615-626 (Reserved)

Section 4 Computing SCD's

627 Crediting Time Toward SCD

A
Time To Be Credited

Employees should be given a day's credit for each day between the date of appointment and the date of separation for all full-time and part-time employment.

B
Periods of Absence

Credit is granted for all leave with pay, and for time on the rolls in a nonpay status; for example, LWOP, suspension, furlough, and AWOL, that does not exceed 6 months in a calendar year with the following exceptions.

- **Military Furlough.** An employee serving with the Armed Forces who is carried, or is presumed to be carried, on the rolls of an agency in a furlough or LWOP status is entitled to credit for the entire period of leave of absence while performing military service up to December 31, 1956, or until completion of 5 years of this military service, whichever occurs later.

- **Employee's Compensation.** If an employee is receiving benefits from the Office of Worker's Compensation, credit is given for the entire period if the employee is carried on the rolls of the agency in an LWOP status. Also, full credit is allowed for all or the portion of the period of separation during which a former employee was receiving employee's compensation if the person is later re-employed in Federal service.

Continued on the next page

627 Crediting Time Toward SCD (Continued)

C
Intermittent Service

When an employee has served on an intermittent work schedule (nonfull-time service without a prearranged regularly scheduled tour of duty, formerly reported as WAE), only the actual days in a pay status are credited.

- Pub. L. 99-272, effective March 1, 1986, changed the number of hours used to compute an intermittent service from 2,080 to 2,087.

- As a result, the formula used to convert the hours worked to months and days of service credit will vary according to when the service was performed.

Service performed before March 1, 1986, is credited using a 2,080-hour (260-day) work year.

- When the number of days in pay status are known, see Exhibit 65, page 1, to convert the days into months and days of service credit.

- When only the hours in pay status are known, divide the hours worked by 8 to determine the number of days worked, and then see Exhibit 65, page 1, to convert the **days** worked into months and days of service credit.

  Note: One hour in pay status in a day equals 1 day in pay status.

Examples:

56 hours worked = 7 days = 10 days of credit
940 hours worked = 118 days = 5 months and 14 days of credit
234 days worked = 10 months and 24 days of credit

Continued on the next page

627 Crediting Time Toward SCD (Continued)

C
Intermittent Service (Continued)

Service performed after February 28, 1986, is credited using a work year of 2,087 hours. The hours worked must be determined and converted to months and days of credit for SCD calculations. See Exhibit 65, page 2, to convert **hours** worked into months and days of service credit. Note that excess hours are rounded up.

Examples:

7, 8, 9, 10, or 11 hours worked = 2 days of credit
315 hours worked = 1 month and 25 days of credit

Note: If hours worked cannot be determined for service performed after February 28, 1986, see Exhibit 65, page 1, to convert the pay status days into months and days of service credit. This is the only time that intermittent service performed after February 28, 1986, may be credited on the basis of 2,080-hour (260-day) work year.

No matter how many days or hours an employee worked, the employee may be credited with no more than the amount of service the employee could have performed on a full-time work schedule during that period of time.

D
Work Year Charts

See the charts in Exhibit 65 to convert intermittent days or hours worked.

Continued on the next page

627 Crediting Time Toward SCD (Continued)

E
Changing SCD's

State Offices shall recompute the employee's SCD and process a personnel action to change SCD when:

- employee claims creditable civilian or military service not previously credited
- employee returns to duty from a nonpay status of more than 6 months in the aggregate in a calendar year because of absence for 1 or more of the following reasons:
  - LWOP
  - suspension
  - AWOL
- employee who has been on an intermittent work schedule changes to part-time or full-time or leaves the County Office.

628 Calculating SCD

A
Computing SCD's if No Prior Service

When the employee has no prior creditable service, SCD is the date of appointment.

B
Computing SCD's if Prior Creditable Service

When the employee does have prior creditable service, SCD is the date obtained by subtracting from the employee's entrance on duty date the total of the employee's prior creditable service.

Follow the instructions in Section 5 to verify service.

C
Adding and Subtracting Calendar Dates

Numerical Equivalent Date. When adding or subtracting calendar dates, the first step is to convert the dates to a year-month-day equivalent. Use the last 2 digits of the year, the number of the month in the year, and the day of the month.

Examples: Calendar date July 31, 1984, converts to 84-07-31. (The last 2 digits of the year are 84, July is the 7th month of the year, and 31 is the day of the month.)

Calendar date December 22, 1979, converts to 79-12-22. (The last 2 digits of the year are 79, December is the 12th month of the year, and 22 is the day of the month.)

Adding. Work each date column separately, as in this example.

Year	Month	Date
75	07	14
+65	07	14
140	14	28

Continued on the next page

628 Calculating SCD (Continued)

C
Adding and Subtracting Calendar Dates (Continued)

Subtracting.

- Work each element of the calendar date separately, beginning with the day, then the month, and finally the year entries.

- Change the elements of the date from which subtracting when it is necessary to make the calculation possible. For this purpose, each month is equivalent to 30 days and 12 months are equivalent to 1 year.

Year	Month	Date
74 change to: (74-1)= 73	08 change to: (8+12)= 20 change to: (20-1)= 19	07 change to: (7+30)= 37
-65	10	14
08	09	23

D
Converting to Realistic Calendar Date

When several dates are added together or when 1 date is subtracted from another date, the answer may not always be a realistic date; the month may be zero (0) or more than 12, or the day may be zero (0) or more than the maximum number of calendar days for the month shown.

When the answer results in 1 of the month-day relationships in this subparagraph, the date must be converted to a realistic one. Use the following table to do so.

Note: During a leap year, February has 29 days instead of its usual 28 days. A leap year occurs during the year in which a Presidential election occurs, 1988, 1992, 1996, etc.

Continued on the next page

628 Calculating SCD (Continued)

D
Converting to Realistic Calendar Date (Continued)

Note: When proper month-day relationship is not credited, use rule that applies to situation. When new month is 7 (July), use 31 rather than 30.

IF month is...	AND day is...	THEN...	AND...	AND...
more than 12	any number	divide month by 12 and add result to year	use remainder for month	go to following rules to create month-day relation.
0	0	subtract 1 from year	change month to 11	change day to 30.
	1 through 31		change month to 12	do not change day.
	32 or more	divide days by 30	add result to month	use remainder for day.
1	0	subtract 1 from year	change month to 12	change day to 31.
	32 or more	divide days by 30	add result to month	use remainder for day.
2	0	subtract 1 from month		change day to 31.
	29 or 30	change day to 28		
	31 or more	divide days by 30	add result to month	use remainder for day.
3	0	subtract 1 from month		change day to 28.
	32 or more	divide days by 30	add result to month	use remainder for day.
4, 6, 9, or 11	0	subtract 1 from month		change day to 31.
	31 or more	divide days by 30	add result to month	use remainder for day.
5, 7, 8, 10, or 12	0	subtract 1 from month		change day to 30.
	32 or more	divide days by 30	add result to month	use remainder for day.

629 Effect of Work Schedule and Nonpay Status on SCD

A
Effect of Work Schedule on SCD Calculations

When the employee served:

- with a full-time or part-time work schedule (and did not incur excess absences as discussed in subparagraph B), count 1 day for each day from the date of appointment through the date of separation

- on an intermittent work schedule (that is, without a prearranged regularly scheduled tour of duty, formerly documented as WAE service), only the actual days or hours in work or pay status can be counted. See subparagraph 627 C.

Continued on the next page

629 Effect of Work Schedule and Nonpay Status on SCD (Continued)

B

Effect of Nonpay Status on SCD

Except for absence because of military furlough or because of compensable injury, when an employee has been off of the rolls in nonpay status (on LWOP, suspension, furlough, AWOL, or because of a placement in nonpay status action) for a total of more than 6 months in the aggregate in any calendar year, the employee's SCD must be adjusted, as illustrated, to remove credit for the excess time in nonpay status.

Example:

Employee with SCD of May 18, 1961, goes on LWOP on March 23, 1987, and returns to duty on November 30, 1987. The employee's SCD must be adjusted to reflect 2 months and 7 days of excess time in nonpay status.

```
  87-11-30  return to duty date
- 87-03-23  beginning date of nonpay status
  00-08-07  time in nonpay status

- 00-06-00  nonpay time allowed during calendar year
      02-07  excess time in nonpay status

  61-05-18 original SCD
 + 02-07   excess time in nonpay status
  61-07-25 new SCD
```

No adjustment is necessary when absence is because of:

- paid leave, such as annual or sick leave
- military furlough
- work-related injury for which employee is receiving workmen's compensation
- absence in nonpay status of 6 months or less in the aggregate during any calendar year.

Continued on the next page

629 Effect of Work Schedule and Nonpay Status on SCD (Continued)

C
Nonpay Status While on Intermittent Work Schedule

An adjustment is also necessary when an employee who has been on an intermittent work schedule changes to a part-time or full-time schedule or separates from the Agency. In this case, SCD is adjusted to remove credit for the days when the employee was in nonpay or nonwork status.

Example:

Employee with SCD of May 18, 1961, is placed on an intermittent work schedule on February 3, 1986, and returned to a full-time schedule on October 9, 1986. During this period, the employee is in pay or work status for 77 days which converts to 3 months and 17 days of calendar time. The employee's SCD must be adjusted to reflect 4 months and 19 days when the employee was not in pay or work status.

86-10-09	returned to full-time schedule
-86-02-03	placed on intermittent schedule
00-08-06	total time on intermittent schedule
-00-03-17	time in pay or work status
00-04-19	time in nonpay or nonwork status while on intermittent schedule

61-05-18	SCD
+00-04-19	nonpay time while on intermittent schedule
61-10-07	**new** SCD

630 Other Conditions That Affect SCD

A
Breaks in Civilian Service

Separations of 3 or less calendar days, between 2 periods of civilian service, are not deducted (that is, are ignored) in computing total service. A deduction from total service is made, however, for any period of separation that totals more than 3 calendar days (that is, no credit is given for any break that totals more than 3 calendar days).

When a break in service of 3 or less calendar days falls between 2 periods of service that were performed under different work schedules (and, therefore, will be computed under different methods), the break will be considered a continuation of the first period of service.

Example: A break of 2 days between a period of full-time service that was followed by period of intermittent service will be considered a continuation of the full-time service.

B
Dual Appointment

Even though an employee has held more than 1 appointment during the same period of time, the employee may be credited with no more than 1 full-time period of service.

Example: If an employee served 4 months with the Department of Labor (from June 12 through October 11, 1978) and during 2 of those months was also an employee of the Department of Commerce (July 10 through September 15, 1978), only 4 months of service may be counted in this SCD.

When an employee performs active military service during a period of civilian employment (such as when an employee who is a Reservist goes on annual active duty for training and during that absence is carried on annual leave, LWOP, military leave, or any combination thereof), the military service may not be counted in SCD calculations because the time during which that service occurred is already being counted as civilian service.

---

631 Method of Computation

A
Method for Computing SCD

Use the method in subparagraph B when computing SCD's.

B
Method

The method consists of the following steps.

Step 1. Add the date of the employee's current appointment to the effective (appointment) dates for the beginning of each period of creditable service the employee has performed, and convert the answer to a realistic calendar date when necessary.

Step 2. Add together the effective dates for each separation from Federal service. Unless specifically indicated on SF-50, a separation is effective at the end of the day (midnight). Therefore, to ensure that the employee gets credit for that last day of service, add 1 day to each separation date. Convert that answer to a realistic calendar date when necessary.

Step 3. Subtract the sum of the separation dates from the sum of the appointment dates, converting the answer to a realistic calendar date when necessary. In the following example, the employee enters on duty on October 29, 1986, and has prior service from December 14, 1975, through July 27, 1984, and from July 14 through July 28, 1985.

Continued on the next page

631 Method of Computation (Continued)

B Method (Continued)

Example:

Appointment Dates

86-10-29 enters on duty date
85-07-14 second period of service
75-12-14 first period of service

246-29-57 = 248-06-27 (converted to a realistic calendar date)

Separation Dates

85-07-28 = 85-07-29 second period
+84-07-27 = 84-07-28 first period

169-14-57 = 170-03-27 (converted to a realistic calendar date)

Note: One day has been added to the separation date to ensure credit for the day on which the employee's separation is effective.

248-06-27 total of appointment dates
-170-03-27 total of separation dates

78-03-00 = 78-02-28 SCD (converted to a realistic calendar date)

632-643 (Reserved)

Section 5 Verifying Creditable Service When Computing SCD's

644 Verifying Service

A
County Office Responsibilities

County Offices shall:

- obtain employee certification on FSA-67A (Exhibit 67)
- compute SCD's on FSA-67, Part 1 (Exhibit 68)
- send completed FSA-67 and FSA-67A to State Office for:
  - determining creditable service
  - obtaining documentation for OPF
  - reviewing and recalculating FSA-67 and FSA-67A
  - certification of FSA-67.

B
State Office Responsibilities

State Offices shall:

- verify and obtain documentation of creditable prior service listed on FSA-67 and FSA-67A
- recalculate and correct SCD's as necessary
- certify FSA-67
- enter SCD's in personnel system
- file FSA-67 and FSA-67A in OPF.

645-681 (Reserved)

Part 8 Pay Administration

Section 1 General Pay Policies

682 Salary Schedule

A Policy

The CO pay plan mirrors the Federal GS pay plan. Locality pay has also been extended to CO employees in PM notices each year. The general salary schedules and locality tables are available on the HRD web site at **http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=slwg&topic=landing**.

The applicable salary rates:

- apply to all County Office positions
- do not apply to employees hired for temporary periods under agreements with educational institutions.

683 Cost-of-Living Allowances

A Policy

The basic pay rate for County Office employees, and COC members and alternates in Alaska, Hawaii, Puerto Rico, Territory of Guam and Commonwealth of the Northern Mariana Islands, and U.S. Virgin Islands includes nonforeign cost-of-living allowances. *** * ***

684 Overtime Pay and Compensatory Leave

A Authority

With SED approval, CED or FLM, as appropriate, is authorized to order and approve overtime pay and compensatory leave for subordinate employees.

SED is authorized to order and approve overtime pay and compensatory leave for CED's.

Employees who are covered by FLSA (nonexempt) are not permitted to work in excess of the employee's scheduled tour of duty, unless the overtime is authorized and approved in advance.

B Overtime Pay Rates

Employees who are covered by FLSA (nonexempt) shall receive overtime pay unless they request, in writing, to receive compensatory leave.

Overtime pay is computed:

- ***--**at 1 ½ times the regular hourly rate

  Example: Janet Brown's regular hourly rate of pay is $14.56. Her overtime rate would be 1.5 x $14.56 = $21.84 per hour.

- in 15 minute (1/4 hour) increments.

  Example: Janet Brown worked 15 minutes overtime so her overtime pay for the ¼ hour would be .25 x $21.84 = $5.46.**--***

C Compensatory Leave

Employees who are exempt from FLSA shall receive compensatory leave, unless the approving official authorizes overtime pay. Compensatory leave shall be at the rate of 1 hour for each hour of overtime.

685 Holiday Pay

A
Authority

CED is authorized to order and approve holiday work for subordinate employees.

SED is authorized to order and approve holiday work for CED's.

B
Nonwork Holiday, Regular Tour of Duty

Employees on a regular tour of duty who do not work on a holiday are:

- paid for holidays that fall on days included in employee's regular scheduled tour of duty
- paid only for the number of hours the employee is scheduled to work or maximum hours allowed under applicable work schedule, whichever is smaller
- not paid for holidays if employee is on LWOP on the days immediately before and after employee's regular scheduled tour of duty.

C
Work Holiday, Regular Tour of Duty

Employees on a regular tour of duty working on a designated holiday are paid regular rate for each hour of nonovertime work and for the holiday.

Example: John works 6 hours on a holiday. If John's regular pay rate is $1 per hour, John shall receive $8 for the holiday and $6 for the hours worked for a total of $14.

D
Work Holiday, Nonregular Tour of Duty

Employees on a nonregular tour of duty working on a designated holiday for 8 hours or less are paid at the regular hourly rate.

Example: John works 4 hours on a holiday. If John's regular pay rate is $1 per hour, John shall receive $4.

Continued on the next page

685 Holiday Pay (Continued)

E

Holiday Overtime Pay, Nonregular Tour of Duty

Employees on a nonregular tour of duty are paid at the applicable overtime hourly rate for all hours over 8 hours worked on a designated holiday.

Example: John works 12 hours on a holiday. If John's regular pay rate is $1 per hour, John shall receive $8 for holiday pay and $6 for the 4 hours exceeding 8 hours.

686 Paying Compensation for Deceased Employees

A

Policy

A lump-sum payment for unpaid compensation shall include pay for the date of death if the employee:

- died on a day in which the employee was scheduled to work a tour of duty
- was in a pay status on the day immediately before the day of death.

Payment shall be for the number of hours regularly scheduled for the tour of duty even though the employee:

- died before beginning business
- performed no work.

687-698 (Reserved)

Section 2 Establishing Basic Rates of Pay

699 Committee Members and Alternates

A
Introduction

STC shall pay members of COC and the community referendum committees according to the rates in this paragraph.

- Do not pay committee members for more than 8 hours per day.
- Round off fractions of an hour to the next half hour.
- Pay COC members the equivalent of the hourly rate for CO-6, step 1.

B
Recording Service Time

Service time is the time period that begins when the committee member leaves his or her residence and ends when the committee member returns to his or her residence. Record service time as follows:

- subtract time used for meals and personal business
- if established mileage rates are used, a fixed travel time may be established for COC members for travel between members' residences and County Offices
- record the established travel time for each committee member
- file the record of established travel time in the County Office
- COC members traveling a day ahead to a site other than the County Office for a meeting or training session shall have their salary for that day limited to the actual travel time.

Continued on the next page

699 Committee Members and Alternates (Continued)

C
Advisors to COC

For advisors:

- pay the equivalent of the hourly rate for CO-6, step 1
- pay for service in the same manner as for COC members.

D
Marketing Quota Review Committee Members

Review committee members' pay rate:

- is the established rate for COC members in the county where the quotas are being reviewed
- cannot be for more than 30 workdays in a calendar year.

E
Community Referendum Committee Members

Pay community referendum committee members the equivalent of the hourly rate for CO-5, step 1.

Note: If COC member is also serving in this position, pay at COC member rate for any time spent as a referendum member.

Continued on the next page

699 Committee Members and Alternates (Continued)

F
Alternate Committee Members Pay Rates

Alternate committee members pay is the same:

- as the established rate for committee members for whom they are substituting
- rate as COC members, when they are attending an informational or instructional meeting
- rate as regular members when serving in the absence of regular members.

G
Alternate Committee Members Titles

Use appropriate payroll title when serving in another capacity.

700 Entrance Salaries for Appointments

A
Policies on Entrance Salaries

Pay employees at the highest rate for which they are eligible according to the policies in this paragraph.

B
No Previous Federal or FSA County Experience

Hire applicants with no previous FSA State or County Office employment at step 1 of the grade.

C
Previous Federal Experience

An applicant with previous nontemporary Federal experience may be hired at either of the following salary rates:

- step 1 of the grade
- a higher rate than step 1 of the grade, based on the prior position having a regular tour of duty and the appointment was not limited to 90 calendar days or less. Use documentation in the employee's OPF to verify this appointment.

D
Previous County Office Experience

Set salary for an applicant with previous County Office employment at the:

- same grade and step held at the time of separation when appointed to a position of the same grade
- lowest step of the grade that does not reduce the employee's previous rate, if it was based on a position having a regular tour of duty and the appointment was not limited to 90 calendar days or less.

E
Adjusting Previous Rate

If the applicant's previous rate falls between 2 steps of the grade for which the applicant is hired, pay at the higher step.

*--700.5 Superior Qualifications Authority

A Superior Qualification Appointments (SQA)

FEPCA authorizes FFAS to make appointments of superior candidates above the minimum rate at any GS or FWS grade. FSA is establishing this same provision for county office positions. In addition, appointments above the minimum rate may be made to meet a special agency need. This authority is to be used to make competitive offers to high quality candidates entering county service for the first time or returning to county employment after a break in service of 90 calendar days or more.

B Authority to Make Appointments

In using the authority to appoint superior candidates, managers and supervisors should consider the following:

- whether the use of the authority is necessary to entice the candidate to accept the position (the candidate would otherwise decline the position);

- the relative merits of the case by comparison to other cases in which FSA has used either this authority or a recruitment bonus as authorized in 32-PM, Part 8, paragraph 460; and

- the impact of the decision on the advancement of USDA's EEO objectives.

The authority to approve SQA above the minimum rate is delegated to HRD, Policy and Accountability Branch, County Office Personnel Program Manager.--*

***--700.5 Superior Qualifications Authority (Continued)**

C Criteria for Authorizing SQA

An eligible candidate may be considered for SQA when the candidate has superior qualifications, or meets the special need(s) of the agency.

SQA are solely a pay setting authority for entrance appointments and may be approved for positions at any grade of the county office pay schedule for permanent or temporary appointments.

- Superior qualifications determination must be based either on the relevance of the candidate's experience and education to the particular work he or she will do, or on the quality of the candidate's accomplishments compared to others in their field. These qualities must be significantly higher than that needed to be minimally qualified for the position and be of a more specialized quality compared to other candidates.

- In rare situations, FSA may determine it has a special need for an applicant who would add exceptional value to an agency but who does not have superior qualifications, and is giving up or foregoing income to accept the position. In these cases, an appointment above the minimum rate can still be made if it can be demonstrated that the applicant is needed to support an agency's mission or significant project.

  Example: If there is an unusually high cost of living area because of an industrial boom that is resulting in recruitment and retention difficulties in a specifically defined office or group of offices.

D Determining the Rate of Pay

If the applicant is offered a SQA-based higher rate, an effort should be made by management to maintain equity between the pay of the new appointee and that of current employees doing comparable work within the work unit.**--***

***--700.5 Superior Qualifications Authority (Continued)**

D Determining the Rate of Pay (Continued)

The SQA supported rate of pay should ensure that the initial compensation offer is sufficiently competitive to attract the applicant. In determining the pay rate, the following factors (as applicable) must be addressed and considered in the justification.

- Matching income. The fact that an individual has superior qualifications by itself is not sufficient to justify an appointment above the minimum. It must be shown that accepting the appointment at the first step of the grade would cause the applicant to forfeit existing income or income which is likely to be earned.

- Fringe benefits. Fringe benefits may be considered if the benefits substantially exceed the government's benefits package. It would not be proper to consider fringe benefits that are illegal for the government to provide; for example, transportation to and from work.

- Cost of living. Differences in the cost of living may be considered, taking into account the location where the salary was or would be earned, and comparing the salary to payable rates of basic pay in the same location. Salaries which appear to be the same may be significantly different if differences in the cost of living are included.

- Private sector offer. There may be situations when an individual has a private sector offer that is substantially higher than their recurrent income. In these situations, the job offer may be considered. The private sector job offer must be documented in writing and dated within the past 30 days.

E Approval of Superior Qualification Appointments

State Offices requesting to appoint candidates shall complete FSA-319 (available in Microsoft Excel at **http://intranet.fsa.usda.gov/dam/ffasforms/currentforms.asp**) and shall refer FSA-319's to DAFO for concurrence. DAFO shall refer FSA-319 to HRD, Policy and Accountability Branch for approval. Approvals will be made using the same standards required for approval of SQA for Federal employees as provided in 32-PM and in USDA Departmental Regulation (DR) 4050-531-002.

Agencies have a fiscal responsibility to offer the lowest salary necessary to attract a candidate. The rate of pay may not exceed that authorized by regulation (that is, pay may not exceed step 10 of the grade to which the candidate is appointed).

Appointments using SQA are set at a rate that approximates the applicant's existing rate of pay in private sector. The rate of pay to be offered may not exceed a candidate's existing pay by more than 20 percent (existing pay to include incentives, consulting pay, or fringe benefits).**--***

***--700.5 Superior Qualifications Authority (Continued)**

E Approval of Superior Qualification Appointments (Continued)

A written determination to authorize a rate of pay above the minimum rate of a county office grade (step 1) or equivalent for the pay band must be requested and approved **before** the applicant enters on duty in the position to which appointed.

A SQA should only be considered when the candidate otherwise might decline the position. The candidate must first decline a valid job offer at step 1 of the grade or pay band. The declination of the original job offer must be documented in the file.

The recommending official will prepare the request for a superior qualifications appointment, including the justification, and forward it for consideration and approval. The written request should be initiated as soon as potential use of the incentive is identified and must be approved **before** the official offer of employment is made using SQA. Applicants should be advised that the offer is tentative until the request is approved. Requests for setting pay above the minimum level must include FSA-319 and the following:

- applicant's resume or other form submitted as application for FSA county employment;
- a copy of the position description including the title, series, and grade of the position to which the applicant will be appointed;
- a list of recruiting sources and recruitment incentives used to attract sufficient qualified applicants;
- a copy of the job opportunity announcement and/or vacancy announcement;
- the recommended rate above minimum rate; and
- written justification for the appointment .

F Records

The approved or disapproved FSA-319's will be returned to the applicable state office servicing personnel office for notification to the applicant. Servicing personnel offices shall keep the approved FSA-319's for at least 2 years. These actions are subject to outside review by HRD.**--***

701 Establishing Salary Rate for Promotion

A
General Salary Rule

Pay an employee the lowest step in the higher grade that provides at least two WGI's in the current grade if the employee is advanced to a higher grade without a workday break in service.

B
Previous Service at Higher Grade

If an employee previously served at a higher grade and step than allowed under subparagraph A, establish the salary rate at the higher step or comparable step within the grade to which promoted.

C
Previous Federal Service

When an employee is hired without a break in service from a nontemporary Federal position at a higher grade than that held as a Federal employee, the employee's pay shall be set as if they received a promotion if time-in-grade requirements had been met. Pay shall be set at the lowest step of the higher grade that provides at least a 2-step increase above the prior salary in the lower grade.

Example: A Federal GS-8, step 3, employee accepts a County Office position as a CO-9. The salary can be set at step 2 of the CO-9.

D
Time-in-Grade

Time-in-grade for promotions spent in a Federal position, that would otherwise be creditable, is also creditable if that employee accepts a position as a County Office employee.

Examples: A Federal GS-9 employee accepts a County Office position as a CO-9. The employee has been a GS-9 for 2 years. The employee is immediately considered to have met time-in-grade requirements for eligibility for a promotion in the County Office system.

A Federal GS-11 employee accepts a County Office position as a CO-11. The employee has been a GS-11 for 7 months. The employee only has to be a CO-11 employee for 5 months to meet time-in-grade requirements for eligibility for a promotion in the County Office system.

702 Establishing Salary Rate for Change to Lower Grade

A
Policy

Do not reduce the employee's salary if the employee qualifies for grade retention.

Set the salary of CED or other employee serving under permanent appointment who is reduced in grade:

- at the lowest rate in the new grade that will not reduce employee's present pay
- at the top of the grade if this rate is less than employee's salary in the current grade
- according to pay retention requirements, when the employee's salary exceeds the maximum rate of the lower grade.

703-718 (Reserved)

Section 3 Grade and Pay Retention

719 Grade Retention

A
Eligibility Requirements

CED's or other employees under permanent appointment, who are downgraded because of RIF or reclassification, shall be entitled to retain the higher grade for a 2-year period, effective on the date of the reduction, if:

- the reduction was involuntary and not at the employee's request
- CED or employee has served at least 52 consecutive weeks in 1 or more positions at a grade or grades higher than the position to which demoted.

B
Temporary Promotions

An employee serving under a temporary promotion is considered employed on a temporary basis in the position temporarily occupied.

- Base grade retention on the employee's permanent grade at the time of reduction.
- Do not terminate grade or pay retention based on a temporary promotion.
- Employees shall not receive grade retention based on the grade held during the temporary position.

C
Shared Management

When a shared management operation is discontinued and it results in downgradings, all employees that received a promotion on that basis will be entitled to grade retention if they have served in that position for at least 52 consecutive weeks.

Continued on the next page

719 Grade Retention (Continued)

D
Relationship to Other Personnel Activities

Consider the retained grade of CED or employee as the grade of the employee's position for all purposes, including:

- base pay
- cost-of-living increases
- WGI's
- severance pay
- QSI's
- retirement
- life insurance
- eligibility for training and promotion.

E
Terminating Grade Retention

Grade retention shall end if an affected CED or employee:

- has a break in service of 1 workday or more
- is demoted for personnel cause or at own request
- is placed in or declines a reasonable offer of a position that is equal to or higher than the retained grade
- requests in writing to have grade retention benefits terminated
- completes the required 2-year grade retention period.

Continued on the next page

719 Grade Retention (Continued)

F
Successive Downgradings

Employees downgraded before an existing 2-year grade retention period expires will be allowed to serve the remaining time in the preceding grade retention period.

- The effective date of the second downgrading will be used to determine the starting date for the period of entitlement for the second 2-year grade retention period.
- The second grade retention period will be based on the reduced grade assigned by the first downgrade.

720 Pay Retention

A
Policy

When an employee's entitlement to grade retention terminates at the end of the 2-year grade retention period, the employee shall be entitled to retained pay if the employee's salary exceeds step 10 of the lower grade.

B
Determining Basic Rate of Pay

If an employee's salary exceeds step 10 of the lower grade, the employee is entitled to:

- the rate of pay before the reduction
- 50 percent of each annual comparability increase until the rate of pay equals or is less than step 10 of the grade.

Continued on the next page

720 Pay Retention (Continued)

C
Downgrading Employees During Pay Retention

Employees currently covered under pay retention who are downgraded are eligible for another 2-year grade retention period.

- The initial salary will be the rate used at the time of the downgrading.
- Comparability increases will be 50 percent of the increase allotted to the protected grade.
- When the 2-year grade retention period expires, salary increases will continue to be 50 percent of any comparability increase in the maximum rate of employee's lowered grade.

D
Ending Pay Retention

When the maximum rate of the lower grade becomes equal to, or exceeds, the employee's retained rate because of reduced cost-of-living adjustments:

- place the employee at the maximum step of the lower grade
- pay retention no longer applies.

Pay retention also ends when the employee:

- has a workday break in service of 1 day or more
- declines a reasonable offer of a position that is equal to or higher than the rate the person is entitled to according to this paragraph
- is demoted for personal cause, misconduct, delinquency, inefficiency, or at the employee's request.

721-742 (Reserved)

Section 4 Within-Grade Increases

743 Effective Dates

A
Effective Date

WGI's shall be effective at the beginning of the pay period after completion of the required waiting period. If a promotion and WGI occur on the same date, give the employee the benefit of WGI and process the promotion on the same effective date.

744 Eligibility for WGI's

A
Requirements

Employees serving under permanent or temporary appointments are eligible to receive WGI's when:

- the employee completes the appropriate waiting period of creditable service
- COC determines that the employee has provided satisfactory service.

B
Waiting Periods

The waiting period for WGI's begins the first day the employee was promoted, appointed, or received a previous WGI. Use Exhibit 77 as a guide for determining these periods.

This table lists, for each step within a grade, the number of:

- calendar weeks needed by full-time or part-time employees
- pay status days needed by temporary intermittent employees.

Step	Full-Time or Part-Time Employees	Temporary Intermittent Employees
2, 3, or 4	52 calendar weeks	260 pay status days
5, 6, or 7	104 calendar weeks	520 pay status days
8, 9, or 10	156 calendar weeks	780 pay status days

745 Crediting Service for WGI

A
Permanent or Temporary Appointments

Credit service rendered under a permanent or temporary appointment at the employee's current or higher grade level that has not been used to grant WGI. Do not credit any service accumulated before the effective date of the last WGI or promotion.

B
Unpaid Time

Under certain circumstances, time in a nonpay status can be credited toward WGI's. Short periods of time in a nonpay status for both full-time and part-time employees may be credited toward completion of a waiting period if, when added together, they do not exceed:

- 2 workweeks in the waiting periods for steps 2, 3, and 4
- 4 workweeks in the waiting periods for steps 5, 6, and 7
- 6 workweeks in the waiting periods for steps 8, 9, and 10.

Workweek, for this purpose, is defined as the employee's scheduled tour of duty. For a full-time employee, the workweek is 40 hours. Therefore, a full-time employee may credit up to:

- 80 hours (2 workweeks) in a nonpay status toward completion of each waiting period for steps 2, 3, and 4
- 160 hours (4 workweeks) toward steps 5, 6, and 7
- 240 hours (6 workweeks) toward steps 8, 9, and 10.

The workweek for a part-time employee consists of the employee's scheduled hours. This could vary from 16 to 32 hours per week. A part-time employee may credit up to:

- 64 hours (2 workweeks) in a nonpay status toward completion of each waiting period for steps 2, 3, and 4
- 128 hours (4 workweeks) toward steps 5, 6, and 7
- 192 hours (6 workweeks) toward steps 8, 9, and 10.

Continued on the next page

745 Crediting Service for WGI (Continued)

B
Unpaid Time (Continued)

Long periods of time in a nonpay status may be creditable toward completion of a waiting period. Usually the employees must return to duty within certain time limits to receive this credit. The 2 most common situations are the following:

- exercising re-employment rights after military service
- returning from an extended period of injury compensation after injury on the job.

C
Previous Service

Credit previous county or Federal service at the current or higher grade level if re-employed under any appointment within 1 year from date of separation.

- The period of annual or compensatory leave for which employee received lump-sum payment is not creditable toward WGI.
- When converting an employee from 1 appointment to another at the same grade level, the waiting period shall be reduced by the amount of time spent in the first position. Use the following crediting procedures.
  - Use the chart in Exhibit 77 to calculate the amount of time to be credited toward WGI waiting period.
  - All WGI anniversary dates obtained by this method must be rounded forward to the next pay period to ensure compliance with paragraph 744.

D
Grade Retention

During the grade retention period, credit previous service at the current grade and grant WGI's according to this part and the chart in Exhibit 77.

746 Determining and Recording Satisfactory Service

A
Authority for Determination

COC is responsible for granting or denying WGI's.

- When considering WGI for CED, COC shall consult with DD before making a determination.
- When considering WGI's for other employees, COC shall consider the recommendations of CED and consult with DD before making a determination.

B
Recording Determination

Record COC determinations in the executive COC minutes.

747 Withholding WGI

A
Written Notice

County Offices shall advise employee in writing that a determination of satisfactory service cannot be made until employee's performance improves. Specify:

- the performance deficiencies
- the improvement necessary to grant WGI
- that the employee's performance will be reviewed every 30 calendar days.

B
Performance Improvement Period

Employee may be placed in OTI in conjunction with the withholding of WGI.

C
State Office Notification

County Offices shall notify State Office, in writing, of requests to withhold WGI.

- Include employee's:
  - name
  - position title
  - grade
  - salary.
- Provide reasons for withholding WGI.

Continued on the next page

747 Withholding WGI (Continued)

D **Final Determination**	Review employee's performance every 30 calendar days with COC. Submit WGI request to State Office once COC makes a determination of satisfactory service. If the employee does not improve, the withholding of WGI may continue.
E **Separation for Performance**	Do not separate an employee for performance unless the employee has been placed under OTI. See 22-PM if determination is made to separate employee.

748-761 (Reserved)

Section 5 Severance Pay

762 Qualifying Requirements

A
Involuntary Separations

An involuntarily separated employee shall receive severance pay if the employee:

- held a permanent appointment for at least 12 months immediately preceding the separation
- has served without a break in service for at least 12 months as either a County Office employee or Federal employee in a career or career conditional appointment
- was not removed for cause on charges of misconduct, delinquency, or inefficiency
- is not receiving or is not eligible to receive an immediate civil service retirement annuity
- is not receiving an annuity under a military retirement program
- is not receiving OWCP payments
- does not decline an offer of continued employment in the County Office where employed at the same or higher salary rate.

B
Resignation Instead of Involuntary Separation

An employee who resigns after receiving written notice that he or she is being separated for reasons other than misconduct, delinquency, or inefficiency shall be considered involuntarily separated for purposes of entitlement to severance pay.

Continued on the next page

762 Qualifying Requirements (Continued)

C
Involuntary Demotions

An employee demoted for nondisciplinary reasons may be entitled, according to this paragraph, to severance pay if the employee refuses to accept continued employment at a reduced tour of duty and is separated.

An employee whose job is reclassified to a lower grade instead of being abolished and who resigns because of this reclassification may be entitled, according to this paragraph, to severance pay.

An employee demoted for disciplinary reasons who resigns instead of taking the reduction in grade is not entitled to severance pay.

763 Creditable Service

A
Civilian Service

All civilian service credited under the FSA County Office leave system is creditable.

B
Military Service

Military service is creditable if it interrupts creditable civilian service and the employee is restored to duty from military service.

C
Recredited Service for Repeated Separation

The 12-month qualifying requirement does not apply if the employee is involuntarily separated from a permanent appointment that interrupts severance payments. The periods of employment immediately before and after severance payments are considered continuous service. When an employee is involuntarily separated again, recompute the creditable service.

- Determine whether the employee meets the qualifying requirements.
- Determine the total amount earned at the time of last separation (Exhibit 79). Use the employee's:
  - total creditable service
  - current age.
- Divide total amount earned by rate of pay received when separated from the permanent appointment. This figure is the total number of weeks of payment earned.
- Deduct the number of weeks for which the employee previously received severance pay from the total weeks earned.
- Pay the employee payments for the remaining number of weeks until the maximum amount of entitlement is exhausted.

764 Computing Severance Pay

A
Using FSA-689

Use FSA-689 (Exhibit 79) to compute severance pay or use NFC IRIS Application, IRIS/35.

B
General Formula

Severance pay shall include:

- 1 week's pay for each year of creditable service up to 10 years
- 2 weeks' pay for each year of creditable service over 10 years
- an additional 10 percent for each full year that the employee's age exceeds 40 on the date of separation.

C
Crediting Fractions of a Year

Credit the employee with 25 percent of a year for each full 3 months of creditable civilian service that exceeds 1 or more years that the employee's age exceeds 40 years.

D
Converting Amount to Weeks of Entitlement

Convert monetary amount to number of weeks of entitlement to severance pay, based on the salary rate and tour of duty in effect at time of involuntary separation.

E
Determining Maximum Entitlement

The number of severance payments shall not exceed a total of 52 weeks pay during an employee's service and shall apply in all severance pay cases.

765 Payments

A Biweekly Payments

Payments shall be made biweekly to the employee.

B Deductions

Deductions will be made from the employee's gross pay for:

- Federal and State income taxes
- FICA tax.

Deductions will **not** be made for:

- retirement
- FEGLI
- FEHB.

C Certification

Recipient shall sign a written statement before payments begin. This statement must indicate that, during the period covered by the payment, the former employee will:

- notify FSA if he or she returned to work as a County FSA employee or as an employee of the U.S. Government

- return any payments received for periods after re-employment begins.

D Death of Recipient

If a recipient dies during the entitlement period, continue biweekly payments to the recipient's beneficiary or beneficiaries.

766 Postponing Severance Pay During Temporary Appointments

A
General Policy

Postpone severance payments if the recipient accepts a temporary appointment with a County Office or temporary Federal employment.

B
Full-Time Employment

Do not begin payments for recipients who accept a temporary full-time employment without a break in service of more than 3 days until the employee separates from the temporary appointment.

- Recompute severance pay to include the temporary appointment time and age at time of separation.
- Use salary rate and tour of duty in effect at time of involuntary separation from permanent appointment.

C
Other Temporary Appointments

Postpone payments during the period of employment. After separation from temporary employment, resume severance payments. The additional service does not change the rate or length of severance payments.

767-781 (Reserved)

Part 9 Regular Overtime and Fair Labor Standards Act

Section 1 General Provisions

782 Eligible Employees

A References

Information related to this part is also in:

- paragraph 684, for rates of overtime pay
- 17-PM, paragraphs 356 and 357, for compensatory leave.

B Eligible Employees

All employees with permanent or temporary appointments are covered under overtime provisions.

783 Approval of Overtime

A Approving Authority

This table lists officials authorized to order and approve overtime.

Official	Authority
CED	• Order and approve overtime and holiday work for subordinate County Office and field employees. •*****--Approve T&A to report overtime and holiday work.--*****
SED or designee	Order and approve overtime and holiday work for CED and COT's.
COC	• Prepare written justification for CED overtime and submit, through DD, to SED. • Order and approve CED overtime in emergency situations only.

B Requesting Overtime

All overtime shall be requested and approved in advance.

C Reporting Overtime

*****--Use T&A to report overtime and holiday work.--*****

D Allowed Increments

Overtime may be worked in 1/4 hour increments.

E Limits on Overtime

Schedule and approve overtime only if the work cannot be performed in a timely manner during regular office hours.

784 Compensatory Time Instead of Paid Overtime

A
Earning Compensatory Time

Compensatory time may be earned:

- at the rate of 1 hour for each hour of overtime worked
- in increments of 1/4 hour, if work was performed in increments of 1/4 hour.

B
Requesting Compensatory Time

All requests for compensatory time instead of paid overtime shall be in writing.

C
Receiving Compensatory Time

If overtime is authorized, employees who are:

- covered by FLSA (nonexempt):
  - may choose to receive compensatory time
  - must submit written requests for compensatory time
- exempt from FLSA shall receive compensatory time for overtime work unless the approving official authorizes overtime pay.

785-801 (Reserved)

Section 2 Regular Overtime

802 Entitlement to Regular Overtime

A
Policy on Entitlement to Overtime

Employees with permanent or temporary appointments are entitled to regular overtime if both of the following apply:

- time in pay status exceeds either the:
  - 8 hours in a regular workday
  - 40 hours in a regular workweek
- overtime has been officially ordered and approved in advance.

Note: Employees working on nonstandard or compressed work schedules do not earn overtime unless approved to work in excess of the daily or weekly work schedule.

803 Earning Overtime When in Pay and Nonpay Status

A
Paid Leave and Overtime

The amount of overtime that can be worked shall not be reduced if the employee is absent because of 1 of the following:

- annual leave
- sick leave
- compensatory leave
- legal holidays
- nonworkdays established by Executive or Administrative Order during the normal workweek.

Continued on the next page

803 Earning Overtime When in Pay and Nonpay Status (Continued)

B
Nonpay Status and Overtime

To receive overtime, an employee who is in a nonpay status such as LWOP, furlough, or suspension during the normal workweek shall make up an equal amount of time:

- before or after the normal workday or 40-hour workweek
- during the same workday or workweek.

This table lists examples for an employee who is in a nonpay status.

IF an employee...	THEN...
is scheduled to work 2 hours of overtime and has 2 hours of nonpay status during that workday	the 2 hours exceeding the normal workday would be considered regular time for pay purposes.
is scheduled to work 3 hours of overtime and has 2 hours of nonpay status in that workday	the employee would only be entitled to 1 hour of overtime.
was in a nonpay status for 8 hours during a normal workweek	any overtime hours on nonduty days would be considered regular time worked until the employee had completed a 40-hour workweek.

804-818 (Reserved)

Section 3 Fair Labor Standards Act

819 Employees Covered and Employees Excluded From FLSA Provisions

A Employees Covered

FLSA provisions cover all CO employees not in subparagraph B.

B Employees Excluded

FLSA provisions do not cover:

- CED's
- CED's at Large serving as Acting CED's
- COT trainees who have been selected for CED positions
- Program Technicians in Charge.

See Exhibit 5 for specific FLSA status.

820 Overtime Under FLSA

A
Entitlement to Overtime Pay

An FLSA-covered employee:

- is entitled to pay at the overtime rate for any hours worked that exceed the employee's regularly scheduled tour of duty, according to subparagraphs C and D

  Note: This includes work that has not been officially ordered or approved, if the work performed benefitted the Agency and the supervisor knew or had reason to believe that the work was being performed.

- may request compensatory time instead of paid overtime according to paragraph 784.

B
Definition of Hours Worked

Hours worked means the number of hours:

- that the employee worked
- for any paid nonworktime, such as annual and sick leave.

C
Employees Not on Compressed Work Schedules

An FLSA-covered employee, who is **not** on a compressed work schedule, is entitled to pay at the overtime rate for any hours worked that exceed either of the following:

- 8 hours in a day
- 40 hours in an administrative workweek.

D
Employees on Compressed Work Schedules

An FLSA-covered employee, who is on a compressed work schedule, is entitled to pay at the overtime rate for any hours worked that exceed either of the following:

- the employee's **daily** compressed work schedule
- the employee's **weekly** compressed work schedule.

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821 FLSA Complaint and Compliance Process

A
Where to File Complaints

Before filing a complaint, employees must first try to resolve any problems concerning FLSA through their supervisory channels.

Employees may file an FLSA complaint with 1 of the following:

- FSA
- GAO
- U.S. Courts.

Exception: An exception is that bargaining unit employees, whose negotiated grievance procedure includes FLSA matters, must use the bargaining unit's procedure before seeking relief beyond the Agency.

B
Statute of Limitations for FLSA Claims

Claims under the FLSA Act are subject to the 2-year statute of limitation according to 29 U.S.C. 255 (a).

822 Supervisor's Responsibilities

A
Responsibilities

Supervisors shall:

- monitor the workhours of FLSA-covered employees
- ensure that employees do not work more than their regular tour of duty, unless officially ordered to do so.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required report in this handbook.

Report Control Number	Title	Reporting Period	Submission Date	Negative Report	Reference
PE-172R (FSA-206)	Conversion of Federal Vacancies to Non-Federal Positions Report	Annual	October 31	Required	362

Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-332	Position Description Cover Sheet		103
AD-349	Employee Address		Ex. 38
CA-2	Notice for Occupational Disease Compensation		Ex. 39
CA-3	Report of Termination of Disability and/or Payment		Ex. 39
CCC-392	Redelegation/Revocation of Authority to Sign or Countersign CCC Checks/Commodity Certificates		Ex. 39-41
FE-6	Claim for Death Benefits		Ex. 39
FI 76-21	FEGLI Booklet for Federal Employees		Ex. 38
FEMA 12-11	Federal Employee Emergency Identification Card		Ex. 39, 41

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-50 1/	Notice of Personnel Action County FSA Committee Employees		381, 552, Ex. 79
FSA-53	Student Career Experience Program Statement of Understanding	Ex. 37	357
FSA-67	Service Computation Date and Retirement Coverage Worksheet	Ex. 68	552, 578, 644
FSA-67A	Statement of Prior Federal/County Service	Ex. 67	552, 577, 591, 644, Ex. 38
FSA-159	Request for Supplies, Forms, and/or Publications		355
FSA-200 1/	Thrift Savings Plan (TSP) Data Entry		552
FSA-206	Conversion of Federal Vacancies to Non-Federal Positions Annual Report		362
FSA-226	County Operations Intern Trainee Agreement		491
FSA-227	County Operations Trainee Agreement	Ex. 51	479
FSA-282 1/	Notice of Personnel Action		552
FSA-322	Request for Outside Employment or Activity		552
FSA-337	Notice to Applicant		454
FSA-353 1/	Notice of Personnel Action Committee Member/Other		552
FSA-362	Personnel Folder Flag		399, 552, 553

1/ Obsolete form to be kept in permanent record.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-586	County Farm Service Agency Committee (COC) Oath of Office and Service Obligation		354, 552, Ex. 38, 40
FSA-600	Individual Development Plan		477, 479
FSA-606	Individual Training Record		Ex. 40
FSA-689	Severance Pay Computation		764, Ex. 79
FSA-1054	CCE Competitive Certificate	Ex. 48.3	454
FSA-1054-1	CCE Non-Competitive Certificate	Ex. 48.4	454
FSA-1055	CCE Applicant Rating Form	Ex. 48.2	454
FSA-1056	County Committee Employee (CCE) Evaluation Matrix	454	
I-9	Employment Eligibility Verification	Ex. 45	403, 552, Ex. 38
OPM-1503	Applicant's Statement of Disability		Ex. 39
OPM-1504	Supervisor's Statement		Ex. 39
OPM-1505	Agency's Certification of Reassignment and Accommodation Efforts		Ex. 39
OPM-1506	Physician's Statement		Ex. 39
OPM-1507	Disability Retirement Application Checklist		Ex. 39
RI 90-1	Federal Employees Retirement System (FERS): An Overview of Your Benefits available at **www.opm.gov/forms/pdfimage/RI90-1.pdf**		Ex. 38
SF-8	Notice to Federal Employees About Unemployment Insurance		Ex. 39, 41

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
SF-50	Notification of Personnel Action		631, Ex. 39
SF-50-B	Notification of Personnel Action		16, 361
SF-52	Request for Personnel Action		331, 381, Ex. 39-41
SF-181	Race and National Origin Identification		Ex. 38
SF-256	Self-Identification of Handicap		Ex. 38
SF-1150	Record of Leave Data		Ex. 41
SF-1199A	Direct Deposit Sign-Up Form		Ex. 38
SF-2800	Application for Death Benefits		Ex. 39
SF-2801	Application for Immediate Retirement		Ex. 39
SF-2801-1	Certified Summary of Federal Service		Ex. 39
SF-2803	Application to Make Deposit or Redeposit Civil Service Retirement System		Ex. 41
SF-2806	Individual Retirement Record		Ex. 39
SF-2809	Health Benefits Registration Form		Ex. 38, 39, 41
SF-2810	Notice of Change in Health Benefits Enrollment		Ex. 38, 41
SF-2817	Life Insurance Election		Ex. 38, 41
SF-2819	Notice of Conversion Privilege		Ex. 39
SF-2821	Agency Certification of Insured Status		Ex. 39-41
SF-2823	Designation of Beneficiary - FEGLI		Ex. 39-41
SF-3100	Individual Retirement Record (FERS)		Ex. 39
W-4	Employee’s Withholding Allowance Certificate		Ex. 38

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

This table lists abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
AO	Administrative Officer	454, 477
BI	beneficial interest	402
C&PP	classification and pay plan	Text
CO	FSA COC system	Text, Ex. 4, 4.5, 15
COCIP	County Office Career Intern Program	490-492
DMLA	Dairy Market Loss Assistance	Ex. 12
EO	Executive Officer	477
FAC	Food and Agriculture Council	Ex. 4
FEPCA	Federal Employees Pay Comparability Act of 1990	700.5
FICA	Federal Insurance Contributions Act	357, 765
FLSA	Fair Labor Standards Act	102, 684, Ex. 4, 5, 12, 15
GED	General Educational Development	397
HIT	hospital insurance tax	357
KSA	knowledge, skills, and abilities	454, 477, 565
LWOP	leave without pay	Text, Ex. 68
NACI	National Agency Check With Inquiries	305, 457
NOA	nature of action	381
NTE	not to exceed	302, 479, 483
OASDI	Old Age Survivors Disability Insurance	357
OWCP	Office of Workers' Compensation Program	762
OTI	opportunity to improve	747
PSCAO, CSSG	Price Support and Commodity Applications Office, Conservation and Special Systems Group	31
QSI	quality step increase	1, 357, 719
SCD	service computation date	Text, Ex. 68, 79
SCEP	Student Career Experience Program	357, Ex. 37
SME	subject matter experts	454
SQA	Superior Qualification Appointment	700.5
TSP	Thrift Savings Plan	330, 353, 552, 613
WAE	when actually employed	627, 629

Abbreviations Not Listed in 1-CM

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
Authority to mandate or veto the closing or establishment of any office	52
If Chief, Administrative Division is absent, SED delegates classification authority to GS-7 or above	103

Definitions of Terms Used in This Handbook

Administrative Pay Adjustment

An administrative pay adjustment occurs when an employee receives any increase or decrease in rate of basic pay and there is no change in duties or responsibilities of the employee's position. This includes a change in the pay system under which the employee is paid.

*--Authorized CED Grade

The authorized CED grade for a County Office is the full performance grade established according to the most recent update of the CED C&PP. The authorized grade may **not** be the actual grade of the incumbent CED. For example:

- CED may **not** meet time-in-grade requirements for promotion to the authorized grade for the County Office
- CED may be in a position designated to be downgraded when it becomes vacant.**--***

Average Adjusted Workdays (AWD)

Average adjusted workdays are the workdays spent by a County Office in a program area for the 3 most recent years of data, excluding time spent by CED, COC, or CMC.

CED at Large

A CED at Large position:

- may be established when CED is temporarily assigned to a County Office for payrolling purposes when there is already CED assigned to the County Office
- may be used in the most unusual situations only, such as for EEO settlements or conduct and discipline measures
- requires prior approval by the Area Office.

Combined County Operation

A combined county operation is a headquarters County Office with 1 or more:

- full-time suboffices
- part-time suboffices
- closed County Offices.

Definitions of Terms Used in This Handbook (Continued)

Full-Time Suboffice

A full-time suboffice is an FSA office that:

- has regularly established office hours of 40 hours per week
- is managed by CED in a headquarters County Office.

Hard-to-Fill Vacancy

A hard-to-fill vacancy exists if **no or only 1** candidate is referred to COC and a selection **cannot** be made after the first announcement with the area of consideration defined in subparagraph 454 D, the CED vacancy may be re-advertised with an area of consideration that includes all candidates meeting the **basic qualifications** as listed in subparagraph 458 B.

Headquarters County Office

A headquarters County Office is a County Office that oversees the administrative and program activities of suboffices or closed offices. Administrative allocations are made to the headquarters office for all counties in the combination.

Hours Worked

Hours worked means the number of hours:

- that the employee worked
- for any paid nonworktime, such as annual and sick leave.

*** * ***

Definitions of Terms Used in This Handbook (Continued)

Local Commuting Area

A local commuting area, for the purpose of directed reassignments according to paragraph 336, is the geographic area that includes surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. STC's shall determine each local commuting area.

Noncompetitive Referral

A noncompetitive referral is an appointment or placement in a position in the competitive process that is not made by selection from an open competitive process and is usually based on current service.

Normal Workdays (NWD)

Normal workdays are:

- computed by applying constants and coefficients to the units of work completed
- computed in the County Office to equal 8-hour days
- explained in 12-AO.

Paid-for Workdays

Paid-for workdays are actual employee workdays expended and paid by County Office administrative expenses.

Part-Time Suboffice

A part-time suboffice is an FSA office:

- with regularly established office hours of less than 40 hours per week
- managed by CED in a headquarters County Office.

Relative

Relative means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, *****--niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law,--***** daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Shared Management Program

The Shared Management Program results when CED manages:

- 1 full-time County Office
- *****--1 or more full-time or part-time suboffices.--*****

Definitions of Terms Used in This Handbook (Continued)

Specialized Experience

Specialized experience is defined as experience that equipped the applicant with the particular knowledges, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the work of the position being filled. To be creditable, specialized experience must have been equivalent to at least 1 year in the next lower grade level.

Vacant Position

A vacant position is a position that has been established by the State Office and is currently unoccupied.

Workweek

A workweek, for the purpose of credit toward WGI's, is the employee's scheduled tour of duty.

County Operations Trainee, CO-5

Title : County Operations Trainee
Grade : CO-5

A. INTRODUCTION

The incumbent of this position serves at the basic trainee level and follows a prescribed program designed to provide managerial and program training necessary for advancement to a CED position. The incumbent may be assigned to any County FSA Office for training purposes. The employee shall be promoted to a CO-7 CED trainee position after successfully completing 6 months of the training program. The position is FLSA nonexempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Works closely with CED and other employees in the training County Office to learn supervisory and managerial principles as well as procedures and processes related to the development and administration of Agency policies, programs, and projects at the local level. Actively performs tasks to increase understanding of operating procedures, methods, and requirements.

Acquires knowledge and experience in the following areas:

- providing leadership, direction, and coordination in carrying out program activities
- evaluating programs to determine impact and effectiveness
- explaining policies and program options
- communicating effectively with both staff members and clients
- supervising and motivating subordinates
- participating in local agriculture-related activities and outreach programs
- addressing producer/client groups.

Performs related assignments as required.

C. EVALUATION FACTORS

1. Knowledge Required by the Position

Basic knowledge of agricultural production and marketing, agricultural conservation, and ***--**similar fields affecting FSA programs to perform developmental assignments designed to**--*** provide increasing knowledge of Agency activities and their relationship to local agricultural enterprises.

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Operations Trainee, CO-5 (Continued)

Basic analytical skills to conduct general assessments of local program impact and effectiveness.

Basic managerial knowledge and ability to acquire and apply leadership skills.

Ability to establish effective working relationships with coworkers and clients and to communicate effectively to explain program operations and requirements.

2. Supervision Received

This position is under the supervision of CED in the training county who provides specific work assignments and maintains close control and guidance over the work. The incumbent carries out tasks as instructed. Work is closely checked in progress and upon completion for adequacy, accuracy, and adherence to instructions.

3. Guidelines

Specific written and oral guidelines directly covering assignments are immediately available and applicable. The employee works in strict adherence to the guidelines and instructions; deviations must be approved by the supervisor. Work is typically assigned for the purpose of familiarizing the employee with guidelines and enabling the employee to learn to use the guidelines effectively.

4. Complexity

The work consists of duties that involve related steps, processes, or methods. Decisions are clear-cut and involve matters of a factual nature. The correct actions to be taken are easily recognized.

5. Scope and Effect

The purpose of the work is to carry out specific tasks to familiarize the incumbent with FSA program and management policies, operations, and requirements. Assignments are structured to provide increasing knowledge and skills related to the work of the organization.**--***

Continued on the next page

Standard Position Descriptions for CED and COT Positions (Continued)

County Operations Trainee, CO-5 (Continued)

6. and 7. Personal Contacts and Purpose of Contacts

Contacts are with coworkers, State Office employees, clients, and local officials.

The purpose of contacts is to exchange factual information related to assignments.

8. Physical Demands

The work is primarily sedentary in nature. Some activities may involve occasional walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

The work involves exposure to operating farm machinery, heights, animals, and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.

*****--D. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent is responsible for knowing and supporting equal opportunity and civil rights policy. This includes performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients.--*****

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Operations Trainee, CO-7

Title : County Operations Trainee
Grade : CO-7

A. INTRODUCTION

The incumbent of this position serves as a CED trainee and follows a prescribed program designed to provide increasing managerial and program training necessary for advancement to a CED position. The incumbent may be assigned to any County FSA Office for training purposes. The employee must be selected for a CED position and meet qualification requirements before advancing to CO-9. The position is FLSA nonexempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Acquires increasing knowledge of the development and administration of FSA policy and programs. Applies skills and knowledge to provide leadership, direction, and coordination of program operations.

Prepares written communications to ensure understanding of programs, instructions, and directions. Participates in assigned portions of meetings, preparing materials, and personally making presentations.

Acquires and applies supervisory knowledge and techniques to employee(s) engaged in specific, narrowly defined assignments. Applies practical motivating techniques and evaluates their success or failure in the situation involved.

Provides assistance to CED in the training county to accomplish recurring or emergency program assignments.

Participates in various local agriculture-related activities and outreach programs. Establishes effective working relationships with program participants and other clients of the office.

Performs related assignments as required.

May be assigned as acting CED after completing a formal training program.**--***

Standard Position Descriptions for CED and COT Positions (Continued)

County Operations Trainee, CO-7 (Continued)

C. EVALUATION FACTORS

1. Knowledge Required by the Position

General knowledge of agricultural production and marketing, agricultural conservation, ***--**and similar fields affecting FSA programs to perform assignments designed to provide**--*** increasing knowledge of Agency activities and their relationship to local agricultural enterprises.

General knowledge of Agency programs and operations to provide program information and to carry out recurring or emergency program assignments.

Analytical skills to conduct general assessments of local program impact and effectiveness.

General knowledge of managerial methods and techniques to provide program direction and coordination and to motivate other employees.

Ability to establish effective working relationships with coworkers and clients and to communicate effectively orally and in writing to participate in training sessions and to explain program operations and requirements.

2. Supervision Received

CED in the training county provides specific instructions as to approach, methods, and sources of information for new or unusual assignments. Day-to-day work is performed with greater independence according to established guides and precedents. Work is reviewed upon completion for technical adequacy, adherence to guides and procedures, and compliance with instructions. New or unusual assignments may be spot checked in progress.

3. Guidelines

Policies, procedures, and precedents are established and applicable to assignments at this level. The incumbent uses judgment to locate, select, and apply the most appropriate guidelines. Where guidelines are lacking, the incumbent refers the matter to CED.

Standard Position Descriptions for CED and COT Positions (Continued)

County Operations Trainee, CO-7 (Continued)

4. Complexity

Assignments consist of various tasks or duties involving different methods or procedures. Decisions regarding methods to be used depend on the nature of the situation involved. The employee must identify and analyze the issues that have a bearing on the technique selected for carrying out the assignment.

5. Scope and Effect

The primary purposes of the work are to carry out assigned developmental tasks and to provide assistance to other County Office employees. While the incumbent is learning increasingly more complex tasks, most of the problems resolved independently are conventional and can be resolved using established procedures. The work has an impact upon the successful administration of Agency programs through the County Office.

6. and 7. Personal Contacts and Purpose of Contacts

Contacts are with coworkers, State Office employees, clients, and local officials.

The purpose of contacts is to exchange factual information related to assignments.

8. Physical Demands

The work is primarily sedentary in nature. Some activities may involve occasional walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

The work involves exposure to operating farm machinery, heights, animals, and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.

***--**D. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent is responsible for knowing and supporting equal opportunity and civil rights policy. This includes performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients.**--***

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Operations Trainee, CO-9

Title : County Operations Trainee
Grade : CO-9

A. INTRODUCTION

This is a specialized CED trainee position for use only when the employee enters the CED training program from grade 9 or higher. The work follows a prescribed program designed to provide increasing managerial and program training necessary for advancement to a CED position. The incumbent may be assigned to any County FSA Office for training purposes. The employee must be selected for a CED position and meet qualification requirements before placement in a nontrainee CO-9 CED position. The position is FLSA nonexempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Acquires increasing knowledge of the development and administration of FSA policy and programs. Applies skills and knowledge to provide leadership, direction, and coordination of program operations.

Prepares written communications to ensure understanding of programs, instructions, and directions. Participates in assigned portions of meetings, preparing materials, and personally making presentations.

Acquires and applies supervisory knowledge and techniques to employee(s) engaged in County Office program and administrative assignments. Applies practical motivating techniques and evaluates their success or failure in the situation involved.

Performs recurring and emergency program assignments to assist in carrying out the work of the training office and to gain increasing knowledge of the full range of Agency program operations.

Participates in various local agriculture-related activities including providing leadership in outreach efforts. Establishes effective working relationships with program participants and other clients of the office.

Performs related assignments as required.

May be assigned as acting CED after completing a formal training program.**--***

Continued on the next page

County Operations Trainee, CO-9 (Continued)

C. EVALUATION FACTORS

1. Knowledge Required by the Position

General knowledge of agricultural production and marketing, agricultural conservation, *****--and similar fields affecting FSA programs to perform assignments designed to provide--***** increasing knowledge of Agency activities and their relationship to local agricultural enterprises.

General knowledge of Agency programs and operations to provide program information and to carry out recurring or emergency program assignments.

Analytical skills to conduct general assessments of local program impact and effectiveness.

General knowledge of managerial methods and techniques to provide program direction and coordination and to motivate other employees.

Ability to establish effective working relationships with coworkers and clients and to communicate effectively orally and in writing to participate in training sessions and to explain program operations and requirements.

2. Supervision Received

CED assigns specific tasks to be performed and sets the deadlines for completing the work. The employee works independently, determines priorities, and recommends solutions to problem situations based on experience and established policies or precedents. Work is reviewed upon completion for adherence to requirements and soundness of decisions or recommendations made.

3. Guidelines

Policies, procedures, and precedents are established and applicable to most assignments. The incumbent uses judgment to select, interpret, and apply the most appropriate guidelines. The incumbent may also adapt or recommend adaptation of guidelines to accommodate specific, nonrecurring situations.

Continued on the next page

Standard Position Descriptions for CED and COT Positions (Continued)

County Operations Trainee, CO-9 (Continued)

4. Complexity

Assignments consist of various tasks or duties involving different methods or procedures. Decisions regarding methods to be used depend on the nature of the situation involved. The employee must identify and analyze the issues that have a bearing on the technique selected for carrying out the assignment.

5. Scope and Effect

The primary purposes of the work are to carry out assigned developmental tasks and to provide assistance to CED and other County Office employees. While the incumbent is learning increasingly more complex tasks, most of the problems resolved independently are conventional and can be resolved using established procedures. The work has an impact upon the successful administration of Agency programs through the County Office.

6. and 7. Personal Contacts and Purpose of Contacts

Contacts are with coworkers, State Office employees, clients, and local officials.

The purpose of contacts is to exchange factual information related to assignments.

8. Physical Demands

The work is primarily sedentary in nature. Some activities may involve occasional walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

The work involves exposure to operating farm machinery, heights, animals, and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.

***--**D. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent is responsible for knowing and supporting equal opportunity and civil rights policy. This includes performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients.**--***

Standard Position Descriptions for CED and COT Positions (Continued)

***--County Executive Director (Trainee)**

Title	**:**	County Executive Director (Trainee)
Grade	**:**	CO-5, CO-7
Title Code	**:**	0371
Parenthetical Title	**:**	(Trainee)

Introduction

The incumbent serves as a CED trainee and performs assignments designed to provide increasing managerial and program training necessary for advancement. The full performance level of the position is the authorized grade of the county served. The position is FLSA nonexempt.

Primary Duties

Acquires increasing knowledge of the development and administration of FSA policy and programs. Working closely with higher graded employees in the District and in the State Office, provides policy guidance and interpretation to office employees and clients. Manages program operations within the office and provides procedural guidance to Program Technicians and other office employees.

Prepares written communications to ensure understanding of programs, instructions, and directions. Participates in and conducts meetings, preparing materials and agenda and following up on decisions made.

Acquires and applies knowledge of personnel, fiscal and administrative management policies, procedures, and operations. Works closely with the county FSA committee(s), the District Director, and State Office personnel to assure adherence to State and national requirements. Exercises personnel and fiscal authorities in accordance with approved delegations.

Acquires and applies supervisory knowledge and techniques to employee(s) engaged in County Office program and administrative assignments. Applies practical motivating techniques and evaluates their success or failure in the situation involved.

Participates in various local agriculture-related activities including providing leadership in outreach efforts. Establishes effective working relationships with program participants and other clients of the office.

Performs related assignments as required.**--***

Standard Position Descriptions for CED and COT Positions (Continued)

***--County Executive Director (Trainee) (Continued)**

EEO and Civil Rights Responsibilities

The incumbent provides equal employment, training, and promotional opportunities to all subordinates, applicants, and new hires; prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or marital status; and promotes a full realization of equal employment through continuous affirmative actions within the work environment. Complies with and affirmatively implements the requirements of EEO laws, regulations, and policies. The incumbent ensures that information concerning county programs, policies, and committee elections is fully and fairly disseminated to farmers, employees, and the general public; provides County Office services and facilities without regard to race, color, religion, national origin, sex, age, disability, or marital status; and conducts all County Office operations according to applicable civil rights rules and regulations.

Supervision Received and Guidelines

The CED is responsible to the assigned County Committee(s) for the effective performance of assigned duties and responsibilities. The employee receives ongoing program and managerial training and works closely with the county FSA committee(s), the District Director, and State Office personnel. As progress is made, a greater degree of independence is delegated. Problems are discussed and resolved as they occur, and assistance in the interpretation and application of procedures and instructions is readily available.**--***

Continued on the next page

Standard Position Descriptions for CED and COT Positions (Continued)

County Executive Director, CO-9

Title : County Executive Director
Grade : CO-9

A. INTRODUCTION

The incumbent of this position is employed by the local Farm Service Agency (FSA) committee(s) and is responsible for directing and managing program and administrative operations for one or more counties to carry out permanent and ad hoc commodity production, commodity/facility loan, conservation, environmental quality, indemnity, disaster, emergency and defense programs as well as crop insurance operations under policies established by the Risk
***--**Management Agency (RMA). The incumbent provides basic farm loan program services and may perform additional farm loan program assignments based on authorities delegated. The work also includes performing office and field activities as needed to accomplish program--* objectives.

The incumbent serves at the first independent working level of the CED position and manages Agency program activities in the office while gaining increasing program knowledge and supervisory skills. The full performance level of the position is the authorized grade of the county served. The position is FLSA exempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Policy Interpretation: Explains, interprets, and administers and interprets policies established by the Agency and by FSA committee(s) in the county/counties in which the position is located. Works closely with State Office officials, the District Director and higher graded CED's to acquire knowledge of national and State program policies and objectives. Meets regularly with the county committee(s) to discuss programs and policies, to convey State Office guidelines, and to develop and implement program provisions appropriate for local agricultural conditions. Takes appropriate action to assure that national, State, and county committee policies and objectives are properly communicated to and carried out by clients and subordinate employees.

Program Management: Manages all Agency commodity production, commodity and facility loan, conservation, emergency and disaster, and other related programs for the office, including those established in permanent farm legislation as well as ad hoc programs mandated by Congress. Management responsibilities cover all aspects of program administration including, but not limited to providing program information and policy guidance to actual and potential clients, accepting program applications and determining program eligibility, preparing contracts,

Continued on the next page

County Executive Director, CO-9 (Continued)

performing varied calculations, establishing and maintaining a full range of farm and program records, ensuring compliance with all legal and program provisions including those that are interrelated with other programs and requirements, investigating and resolving possible program violations, authorizing payments, and collecting overpayments. Represents the Agency during program appeals and at hearings at the local and/or national level. Counsels clients on program requirements and interrelationships to assure eligibility for loans, purchases, payments, and other program benefits. As assigned, directs key county aerial compliance activities.

Administers new and varied ad hoc programs designed to address short-term agricultural emergencies brought about by economic conditions, adverse weather or other natural disasters. Establishes operational guides for such programs within the office, identifies and adjusts priorities in work assignments, hires and trains new employees, and reallocates resources as needed to assure that such programs are smoothly incorporated into existing office workflow. Issues newsletters or other informational materials and conducts meetings to inform the farming community of the availability of such programs as well as program requirements and benefits. Ad hoc programs are typically characterized by confusion and controversy, minimal guidelines, and rapidly changing operational requirements, all of which contribute to the complexity of their implementation and administration.

Carries out emergency, natural disaster, and defense activities as assigned.

Fiscal Management: As agent for the Commodity Credit Corporation (CCC) within the assigned county/counties, is responsible and accountable for the receipt, custody, and disposal of all funds, negotiable instruments, and property coming into the control of CCC. As delegated by the county committee(s), exercises unlimited authority to disburse CCC program and administrative funds in an area where the economic impact of Agency programs is light to moderate. Maintains responsibility for administering claims and handling bankruptcy cases and is responsible for fiscal programs including cash management, debt management, and debt collection.

Personnel Management: According to 7 CFR Part 7, manages all day-to-day operations of the County Office and employs subordinate non-Federal County Office and field employees. Supervises a small permanent full-time office staff and exercises a full range of supervisory responsibilities including:

1. planning work to be accomplished by subordinates, setting and adjusting priorities, and preparing schedules for completion of work;

Continued on the next page

County Executive Director, CO-9 (Continued)

2. assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;

3. developing standards and evaluating work performance of subordinates;

4. giving advice, counsel, or instruction to employees on both work and administrative matters;

5. interviewing candidates and making selections for positions in the office; recommending promotions, reassignments, and other personnel actions;

6. hearing and resolving complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;

7. effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;

8. identifying developmental and training needs of employees, providing or arranging for needed development and training; and

9. finding ways to improve the quality of the work directed.

Consults with and provides input to the responsible Farm Loan Manager (FLM) or District Director (DD) about assignments of Program Technicians with farm loan program responsibilities. As assigned, provides training and/or personnel/payroll services to CED trainees and other employees.

Administrative Management: Manages and directs all administrative functions in the assigned office(s), including designating employee or employees to perform these functions. Administrative activities include, but are not limited to, such areas as personnel, payroll, and administrative expenses; property and space management, supplies, and equipment; and mail and records management. Maintains responsibility and accountability for any property or item of value coming into the control of CCC. When FSA serves as lead agency for a Service Center, provides space, leasing, and other administrative services for other agencies collocated in the Center. Oversees all County Office elections and referendums, including referendums for other organizations. Serves as counselor and expert on county election procedures and maintains**--***

Continued on the next page

County Executive Director, CO-9 (Continued)

custody of ballots used for elections as well as all records of election proceedings. Oversees office automation activities, ensuring that program and administrative data is entered into the computer, that automated files and records are properly maintained, and that requirements governing computer backups, hardware and software maintenance, and computer security are followed. Manages the office's recycling program.

***--Farm Loan Program Responsibilities:** Performs a range of Farm Loan Program (FLP) assignments including distributing and accepting forms and applications, collecting and processing payments, responding to inquiries, and scheduling appointments with the Farm Loan Manager (FLM) or Farm Loan Officer (FLO). Works with FLM or District Director (DD) in organizing office activities to ensure that all applicants and borrowers are served in a timely manner and to ensure full understanding of and compliance with program policies and requirements.

Depending on workload demands, training received and authorities delegated and maintained, the incumbent may be responsible for additional FLP assignments including maintaining and reviewing accounts, making recommendations for debt settlements, processing borrower classifications, conducting records reviews, tax searches and security checks, preparing chattel appraisals, assisting with real estate appraisals, monitoring construction projects and inventory property, completing or assisting in year-end analysis, and approving loans.--*

Public Relations and Outreach: Develops program information and news for use in publications, radio broadcasts, and personal appearances to maintain good public relations with farmers, farm groups, and others. Cooperates with and assists other Federal, State, and local agencies in informing rural and farming communities through appropriate media of programs that provide assistance and benefits affecting individuals' economic and social conditions.

Establishes and maintains effective working relationships with a wide range of groups and individuals in the area served. Represents the Agency in contacts with producers and other clients, agribusiness interests, civic groups, business and government officials, media representatives and others. Serves as the Agency representative to the local Food and Agriculture Council (FAC) and Chairperson of the local Emergency Board. Develops and conducts public relations and outreach programs in the area, including authoring newsletters, participating in meetings, and making public or media appearances. Manages local food security, gleaning and food recovery programs. Provides authoritative information on Agency programs, explains program policies, procedures, requirements, benefits and interrelationships, and promotes understanding of and participation in Agency programs.

Performs other duties and responsibilities as required.

Continued on the next page

County Executive Director, CO-9 (Continued)

C. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent provides equal employment, training, and promotional opportunities to all subordinates, applicants, and new hires; prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or marital status; and promotes a full realization of equal employment through continuous affirmative actions within the work environment. Complies with and affirmatively implements the requirements of EEO laws, regulations, and policies. The incumbent ensures that information concerning county programs, policies, and committee elections is fully and fairly disseminated to farmers, employees, and the general public; provides County Office services and facilities without regard to race, color, religion, national origin, sex, age, disability, or marital status; and conducts all County Office operations according to applicable civil rights rules and regulations.

D. EVALUATION FACTORS

1. Knowledge Required by the Position

General knowledge of agricultural production and marketing, agricultural conservation, *--and similar fields affecting FSA programs to manage and direct the program activities for one or more counties.

General knowledge of Agency farm programs and operations to provide program--* information, to develop and implement internal program operations and to carry out office and field program activities.

General knowledge of the Agency's administrative, fiscal and personnel programs and policies to supervise subordinate employees and to manage administrative activities of the office.

--General knowledge of FSA farm loan programs and program provisions to provide-- program services, perform additional program assignments based on authorities delegated, and work with FLO, FLM, DD and others to assure the timely and effective delivery of farm loan programs and services.

Knowledge of and skill in written and oral communication techniques sufficient to interpret program policies, conduct outreach activities and explain and describe program issues, requirements, benefits, problems and solutions to Agency program and administrative specialists, program participants, local officials, media representatives and others, as appropriate.

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-9 (Continued)

2. Supervision Received

CED is responsible to the assigned county committee(s) for the effective performance of assigned duties and responsibilities. The employee plans, directs and carries out the work of the office according to program requirements and established policies. CED applies precedent situations and previous training to resolve problems but may refer unusual questions to DD for guidance. Work is evaluated upon completion for technical accuracy, soundness of decisions, adherence to policy and efficiency of office operations.

3. Guidelines

Guidelines consist of a variety of national and local program policies, procedures and precedents which are applicable to most situations or assignments. CED must also implement emergency programs for which guidelines have not been finalized. The employee continually uses independent judgment to interpret and apply guidelines, to establish internal operating policies, and to develop solutions for problems encountered. CED also formulates and implements his/her own management policies and operating procedures for the office.

4. Complexity

The work of this position includes planning and administration of program, management and related functions involving a full range of Agency programs and services. The work requires analysis of the issues involved in each assignment, evaluation of conventional problems or questions and the selection of an appropriate response or course of action.

5. Scope and Effect

The purpose of the work is to administer Agency commodity and conservation programs in the assigned county/counties, to manage the assigned office(s) and to develop, interpret and evaluate program policies. The work affects local program administration and the economic well-being of program participants.**--***

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-9 (Continued)

6. and 7. Personal Contacts and Purpose of Contacts

CED maintains ongoing contacts with program participants, the State FSA Office, the State FSA committee, the county FSA committee, the local FAC, local officials and employees of other agencies and outside organizations in a variety of settings. Typical of these contacts are representatives of other local and Federal agencies, producer organizations, civic organizations, producers and their representatives, and members of the news media.

The purpose of contacts is to explain available programs, interpret program requirements, encourage program participation, persuade and influence others to accept and implement recommendations concerning administrative and program operating policies and procedures, and ensure understanding of and compliance with program regulations and provisions. The employee may encounter resistance to program requirements and changes because of individual producer interests and needs and must use tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions and/or goals. The incumbent must also resolve problems involving conflicting program priorities, competing objectives, or resource allocation.

8. Physical Demands

The work requires regular and recurring physical exertion involving walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

The work involves exposure to operating farm machinery, heights, animals and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.**--***

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County Executive Director, CO-11

Title : County Executive Director
Grade : CO-11

A. INTRODUCTION

The incumbent of this position is employed by the local Farm Service Agency (FSA) committee(s) and is responsible for directing and managing program and administrative operations for one or more counties to carry out permanent and ad hoc commodity production, commodity/facility loan, conservation, environmental quality, indemnity, disaster, emergency and defense programs as well as crop insurance operations under policies established by the Risk Management Agency (RMA). The incumbent provides basic farm loan program services and may perform additional farm loan program assignments based on authorities delegated. The work also includes performing office and field activities as needed to accomplish program objectives.

The incumbent supervises a small permanent full-time office staff and manages 1 or 2 major farm ***--**programs (commodity/facility loan, conservation, commodity production, and/or NAP) in**--*** the County Office(s) assigned. The county/counties served are typically characterized by the following: (1) production of a limited variety of major crops affected by FSA programs, (2) participation in major Agency program areas is light to moderate, (3) the economic impact of Agency programs managed is light to moderate. This is the full performance level of the position. The position is FLSA exempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Policy Interpretation: Administers and interprets policies established by the Agency and by FSA committee(s) in the county/counties in which the position is located. Meets regularly with the county committee(s) to discuss programs, program operations, national program requirements, local agricultural conditions, etc. Provides program information to the county committee(s), including interpretation and explanation of program legislation, regulations and interrelationships. Takes appropriate action to assure that national, State and county committee policies and objectives are properly communicated to and carried out by clients and subordinate employees.

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***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-11 (Continued)

Program Management: Manages all Agency commodity production, commodity and facility loan, conservation, emergency and disaster, and other related programs for the office, including those established in permanent farm legislation as well as ad hoc programs mandated by Congress. The county/counties to which the incumbent is assigned are characterized by limited activity in the major farm programs of the Agency, light to moderate program participation, and/or light to moderate economic impact of ongoing programs. Management responsibilities cover all aspects of program administration including, but not limited to providing program information and policy guidance to actual and potential clients, accepting program applications and determining program eligibility, preparing contracts, performing varied calculations, establishing and maintaining a full range of farm and program records, ensuring compliance with all legal and program provisions including those that are interrelated with other programs and requirements, investigating and resolving possible program violations, authorizing payments, and collecting overpayments. Represents the Agency during program appeals and at hearings at the local and/or national level. Counsels clients on program requirements and interrelationships to assure eligibility for loans, purchases, payments and other program benefits. As assigned, directs key county aerial compliance activities.

Administers new and varied ad hoc programs designed to address short-term agricultural emergencies brought about by economic conditions, adverse weather or other natural disasters. Establishes operational guides for such programs within the office, identifies and adjusts priorities in work assignments, hires and trains new employees, and reallocates resources as needed to assure that such programs are smoothly incorporated into existing office workflow. Issues newsletters or other informational materials and conducts meetings to inform the farming community of the availability of such programs as well as program requirements and benefits. Ad hoc programs are typically characterized by confusion and controversy, minimal guidelines and rapidly changing operational requirements, all of which contribute to the complexity of their implementation and administration.

Carries out emergency, natural disaster and defense activities as assigned.

Fiscal Management: As agent for the Commodity Credit Corporation (CCC) within the assigned county/counties, is responsible and accountable for the receipt, custody and disposal of all funds, negotiable instruments and property coming into the control of CCC. As delegated by the county committee(s), exercises unlimited authority to disburse CCC program and administrative funds in an area where the economic impact of Agency programs is light to moderate. Maintains responsibility for administering claims and handling bankruptcy cases and is responsible for fiscal programs including cash management, debt management, and debt collection.

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***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-11 (Continued)

Personnel Management: According to 7 CFR Part 7, manages all day-to-day operations of the County Office and employs subordinate non-Federal County Office and field employees. Supervises a small permanent full-time office staff and exercises a full range of supervisory responsibilities including:

1. planning work to be accomplished by subordinates, setting and adjusting priorities, and preparing schedules for completion of work;

2. assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;

3. developing standards and evaluating work performance of subordinates;

4. giving advice, counsel, or instruction to employees on both work and administrative matters;

5. interviewing candidates and making selections for positions in the office; recommending promotions, reassignments and other personnel actions;

6. hearing and resolving complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;

7. effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;

8. identifying developmental and training needs of employees, providing or arranging for needed development and training; and

9. finding ways to improve the quality of the work directed.

Consults with and provides input to the responsible Farm Loan Manager (FLM) or District Director (DD) about assignments of Program Technicians with farm loan program responsibilities. As assigned, provides training and/or personnel/payroll services to CED trainees and other employees.**--***

Continued on the next page

County Executive Director, CO-11 (Continued)

Administrative Management: Manages and directs all administrative functions in the assigned office(s), including designating employee or employees to perform these functions. Administrative activities include, but are not limited to, such areas as personnel, payroll and administrative expenses; property and space management, supplies and equipment; and mail and records management. Maintains responsibility and accountability for any property or item of value coming into the control of CCC. When FSA serves as lead agency for a Service Center, provides space, leasing and other administrative services for other agencies collocated in the Center. Oversees all County Office elections and referendums, including referendums for other organizations. Serves as counselor and expert on county election procedures and maintains custody of ballots used for elections as well as all records of election proceedings. Oversees office automation activities, ensuring that program and administrative data is entered into the computer, that automated files and records are properly maintained, and that requirements governing computer backups, hardware and software maintenance, and computer security are followed. Manages the office's recycling program.

*--**Farm Loan Program Responsibilities:** Performs a range of Farm Loan Program (FLP) assignments including distributing and accepting forms and applications, collecting and processing payments, responding to inquiries, and scheduling appointments with the Farm Loan Manager (FLM) or Farm Loan Officer (FLO). Works with FLM or District Director (DD) in organizing office activities to ensure that all applicants and borrowers are served in a timely manner and to ensure full understanding of and compliance with program policies and requirements.

Depending on workload demands, training received and authorities delegated and maintained, the incumbent may be responsible for additional FLP assignments including maintaining and reviewing accounts, making recommendations for debt settlements, processing borrower classifications, conducting records reviews, tax searches and security checks, preparing chattel appraisals, assisting with real estate appraisals, monitoring construction projects and inventory property, completing or assisting in year-end analysis, and approving loans.--*

Public Relations and Outreach: Develops program information and news for use in publications, radio broadcasts, and personal appearances to maintain good public relations with farmers, farm groups, and others. Cooperates with and assists other Federal, State, and local agencies in informing rural and farming communities through appropriate media of programs that provide assistance and benefits affecting individuals' economic and social conditions.

Establishes and maintains effective working relationships with a wide range of groups and individuals in the area served. Represents the Agency in contacts with producers and other clients, agribusiness interests, civic groups, business and government officials, media representatives and others. Serves as the Agency representative to the local Food and Agriculture Council (FAC) and Chairperson of the local Emergency Board. Develops and

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conducts public relations and outreach programs in the area, including authoring newsletters, participating in meetings, and making public or media appearances. Manages local food security, gleaning and food recovery programs. Provides authoritative information on Agency programs, explains program policies, procedures, requirements, benefits and interrelationships, and promotes understanding of and participation in Agency programs.

Performs other duties and responsibilities as required.

C. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent provides equal employment, training, and promotional opportunities to all subordinates, applicants, and new hires; prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or marital status; and promotes a full realization of equal employment through continuous affirmative actions within the work environment. Complies with and affirmatively implements the requirements of EEO laws, regulations, and policies. The incumbent ensures that information concerning county programs, policies, and committee elections is fully and fairly disseminated to farmers, employees, and the general public; provides County Office services and facilities without regard to race, color, religion, national origin, sex, age, disability, or marital status; and conducts all County Office operations according to applicable civil rights rules and regulations.

D. EVALUATION FACTORS

1. Knowledge Required by the Position

Thorough knowledge of the principles and practices of agricultural production, marketing, agricultural conservation, and related fields and of FSA program provisions, policies and procedures to manage and direct the Agency's commodity and conservation programs and administrative operations for one or more counties.

Knowledge of FSA farm loan programs and program provisions to provide *** * *** program services, perform additional program assignments based on authorities delegated, and work with FLO, FLM, DD and others to assure the timely and effective delivery of farm loan programs and services.

Continued on the next page

County Executive Director, CO-11 (Continued)

Knowledge of and skill in written and oral communication techniques sufficient to interpret program policies, conduct outreach activities and explain and describe program issues, requirements, benefits, problems and solutions to Agency program and administrative specialists, program participants, local officials, media representatives and others, as appropriate.

Managerial knowledge and skills sufficient to provide technical guidance and oversight to assigned County Office employees in carrying out program and administrative functions, to formulate operating policies for the office, to direct and administer budget, fiscal, personnel and support services for the office, and to ensure that applicable administrative policy/procedural requirements are met.

2. Supervision Received

CED is responsible to the assigned county committee(s) for the effective performance of assigned duties and responsibilities. The county committees determine policies to follow in administration of programs but depend upon CED to interpret, apply and advise on national and State procedures and instructions. Accomplishment of goals and effectiveness of work are determined by the county committee(s) through exchange of information and discussion of ***--**County Office business through regular and special committee meetings. CED also receives technical guidance and oversight from DD or other members of the State Office staff, but**--*** typically carries out managerial responsibilities and makes program decisions independently.

3. Guidelines

Guidelines consist of a variety of national and local program policies, procedures and precedents which are applicable to most situations or assignments. CED must also implement emergency programs for which guidelines have not been finalized. The employee continually uses independent judgment to interpret and apply guidelines, to establish internal operating policies, and to develop solutions for problems encountered. CED also formulates and implements his/her own management policies and operating procedures for the office.

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County Executive Director, CO-11 (Continued)

4. Complexity

The work of this position involves planning and administration of program, management and related functions for one or more County Offices which are limited in terms of such factors as the diversity of agricultural commodity production, the variety of ongoing programs administered, the impact of governmental agricultural programs to the local economy, and/or the degree of participation in major Agency program areas. The work requires analysis of the issues involved in each assignment, evaluation of conventional problems or questions and the selection of an appropriate response or course of action.

5. Scope and Effect

The purpose of the work is to administer Agency commodity and conservation programs in the assigned county/counties, to manage the assigned office(s) and to develop, interpret and evaluate program policies. Because of the limited variety of agricultural operations and limited number of consistently active programs, highly unusual or unprecedented problems seldom occur. The work affects local program administration and the economic well-being of a limited to moderate range of program participants.

6. and 7. Personal Contacts and Purpose of Contacts

CED maintains ongoing contacts with program participants, the State FSA Office, the State FSA committee, the county FSA committee, the local FAC, local officials and employees of other agencies and outside organizations in a variety of settings. Typical of these contacts are representatives of other local and Federal agencies, producer organizations, civic organizations, producers and their representatives, and members of the news media.

The purpose of contacts is to explain available programs, interpret program requirements, encourage program participation, persuade and influence others to accept and implement recommendations concerning administrative and program operating policies and procedures, and ensure understanding of and compliance with program regulations and provisions. The employee may encounter resistance to program requirements and changes because of individual producer interests and needs and must use tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions and/or goals. The incumbent must also resolve problems involving conflicting program priorities, competing objectives, or resource allocation.**--***

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County Executive Director, CO-11 (Continued)

8. Physical Demands

   The work requires regular and recurring physical exertion involving walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

   The work involves exposure to operating farm machinery, heights, animals and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.**--***

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***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-11 Statement of Differences

Title : County Executive Director
Grade : CO-11

Note: This description is to be used when the authorized grade of the County Office is CO-12, but the employee does not meet time-in-grade requirements for promotion to that grade.

A INTRODUCTION

This is a statement of differences between this position and the full performance CO-12 position. The duties and responsibilities of this position are the same as in the CO-12 position description. The incumbent manages one or more County FSA Offices which fully meet the requirements for CO-12. Factor differences are described below. The position is FLSA exempt. The employee is eligible for promotion to the CO-12 level when all requirements are met, including satisfactory performance, qualification requirements, and the continued availability of duties at the CO-12 level. The employee supervises subordinate employees and is subject to the equal employment opportunity requirements described in the CO-12 position description.

B. FACTOR DIFFERENCES

2. Supervision Received

CED is responsible to the assigned county committee(s) for the effective performance of assigned duties and responsibilities. He/she plans and carries out the work of the office according to established guidelines and practices. Situations without applicable guides or clear precedents are referred to DD for assistance. DD reviews work in terms of accurate program determinations and smooth and effective office operations.

3. Guidelines

Guidelines are established and applicable to most situations handled independently by the incumbent. CED interprets and applies a variety of program policies and operations, referring unusual problems or issues without precedent to DD for assistance. CED also develops and implements management policies and internal operating procedures for the office.**--***

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Standard Position Descriptions for CED and COT Positions (Continued)

County Executive Director, CO-12

Title : County Executive Director
Grade : CO-12

A. INTRODUCTION

The incumbent of this position is employed by the local Farm Service Agency (FSA) committee(s) and is responsible for directing and managing program and administrative operations for one or more counties to carry out permanent and ad hoc commodity production, commodity/facility loan, conservation, environmental quality, indemnity, disaster, emergency and defense programs as well as crop insurance operations under policies established by the Risk Management Agency (RMA). The incumbent provides basic farm loan program services and may perform additional farm loan program assignments based on authorities delegated. The work also includes performing office and field activities as needed to accomplish program objectives.

--**The incumbent supervises a moderate to large permanent full-time office staff and manages at least 3 major recurring farm programs (commodity/facility loan, conservation, commodity production, and/or NAP) in the County Office(s) assigned. The county/counties served are**-- characterized by one or more of the following: (1) a moderate to wide variety of major crops affected by FSA programs is produced, (2) participation in major Agency program areas is consistently moderate to heavy, (3) the economic impact of Agency programs managed is moderate to significant, or (4) other considerations that significantly affect the overall complexity of operations and the management responsibilities of the incumbent. This is the full performance level of the position. The position is FLSA exempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Policy Interpretation: Administers and interprets policies established by the Agency and by FSA committee(s) in the county/counties in which the position is located. Meets regularly with the county committee(s) to discuss programs, program activities, national program requirements, and policy or program adaptations needed to serve local agricultural operations and conditions. Provides program information to the county committee(s), including interpretation and explanation of program legislation, regulations and interrelationships. Takes appropriate action to assure that national, State and county committee policies and objectives are properly communicated to and carried out by clients and subordinate employees.

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-12 (Continued)

Program Management: Manages all Agency commodity production, commodity and facility loan, conservation, emergency and disaster, and other related programs for the office, including those established in permanent farm legislation as well as ad hoc programs mandated by Congress. The county/counties to which the incumbent is assigned are characterized by recurring activity in the major farm programs of the Agency, moderate to heavy program participation, and/or moderate to significant economic impact of ongoing programs, requiring the incumbent to exercise a high degree of analytical skills and judgment to manage programs so as to meet differing demands for program services and benefits or resolve specific problems. Management responsibilities cover all aspects of program administration including, but not limited to providing program information and policy guidance to actual and potential clients, accepting program applications and determining program eligibility, preparing contracts, performing varied calculations, establishing and maintaining a full range of farm and program records, ensuring compliance with all legal and program provisions including those that are interrelated with other programs and requirements, investigating and resolving possible program violations, authorizing payments, and collecting overpayments. Conducts ongoing evaluations of program effectiveness and makes or recommends modifications to enhance program operations. Represents the Agency during program appeals and at hearings at the local and/or national level. Counsels clients on program requirements and interrelationships to assure eligibility for loans, purchases, payments and other program benefits. As assigned, directs key county aerial compliance activities.

Administers new and varied ad hoc programs designed to address short-term agricultural emergencies brought about by economic conditions, adverse weather or other natural disasters. Establishes operational guides for such programs within the office, identifies and adjusts priorities in work assignments, hires and trains new employees, and reallocates resources as needed to assure that such programs are smoothly incorporated into existing office workflow. Issues newsletters or other informational materials and conducts meetings to inform the farming community of the availability of such programs as well as program requirements and benefits. Ad hoc programs are typically characterized by confusion and controversy, minimal guidelines and rapidly changing operational requirements, all of which contribute to the complexity of their implementation and administration. Further, the degree of participation and the economic impact of Agency programs in the area generate a high demand for ad hoc program information and policy interpretations.

Carries out emergency, natural disaster and defense activities as assigned.**--***

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-12 (Continued)

Fiscal Management: As agent for the Commodity Credit Corporation (CCC) within the assigned county/counties, is responsible and accountable for the receipt, custody and disposal of all funds, negotiable instruments and property coming into the control of CCC. As delegated by the county committee(s), exercises unlimited authority to disburse CCC program and administrative funds in an area where the economic impact of Agency programs is moderate to heavy. Maintains responsibility for administering claims and handling bankruptcy cases and is responsible for fiscal programs including cash management, debt management, and debt collection.

Personnel Management: According to 7 CFR Part 7, manages all day-to-day operations of the County Office and employs subordinate non-Federal County Office and field employees. Supervises a moderate to large permanent, full-time office staff and exercises a full range of supervisory responsibilities including:

1. planning work to be accomplished by subordinates, setting and adjusting priorities, and preparing schedules for completion of work;

2. assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;

3. developing standards and evaluating work performance of subordinates;

4. giving advice, counsel, or instruction to employees on both work and administrative matters;

5. interviewing candidates and making selections for positions in the office; recommending promotions, reassignments and other personnel actions;

6. hearing and resolving complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;

7. effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;

8. identifying developmental and training needs of employees, providing or arranging for needed development and training; and

9. finding ways to improve the quality of the work directed.**--***

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County Executive Director, CO-12 (Continued)

Consults with and provides input to the responsible Farm Loan Manager (FLM) or District Director (DD) about assignments of Program Technicians with farm loan program responsibilities. As assigned, provides training and/or personnel/payroll services to CED trainees and other employees.

Administrative Management: Manages and directs all administrative functions in the assigned office(s), including designating employee or employees to perform these functions. Administrative activities include, but are not limited to, such areas as personnel, payroll and administrative expenses; property and space management, supplies and equipment; and mail and records management. Maintains responsibility and accountability for any property or item of value coming into the control of CCC. When FSA serves as lead agency for a Service Center, provides space, leasing and other administrative services for other agencies collocated in the Center. Oversees all County Office elections and referendums, including referendums for other organizations. Serves as counselor and expert on county election procedures and maintains custody of ballots used for elections as well as all records of election proceedings. Oversees office automation activities, ensuring that program and administrative data is entered into the computer, that automated files and records are properly maintained, and that requirements governing computer backups, hardware and software maintenance, and computer security are followed. Manages the office's recycling program.

*--**Farm Loan Program Responsibilities:** Performs a range of Farm Loan Program (FLP) assignments including distributing and accepting forms and applications, collecting and processing payments, responding to inquiries, and scheduling appointments with the Farm Loan Manager (FLM) or Farm Loan Officer (FLO). Works with FLM or District Director (DD) in organizing office activities to ensure that all applicants and borrowers are served in a timely manner and to ensure full understanding of and compliance with program policies and requirements.

Depending on workload demands, training received and authorities delegated and maintained, the incumbent may be responsible for additional FLP assignments including maintaining and reviewing accounts, making recommendations for debt settlements, processing borrower classifications, conducting records reviews, tax searches and security checks, preparing chattel appraisals, assisting with real estate appraisals, monitoring construction projects and inventory property, completing or assisting in year-end analysis, and approving loans.--*

Public Relations and Outreach: Develops program information and news for use in publications, radio broadcasts, and personal appearances to maintain good public relations with farmers, farm groups, and others. Because of the importance of Agency programs to the county/counties served, there is considerable interest in programs, requirements and benefits. The incumbent must have thorough knowledge of Agency programs and of agricultural

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operations in the area served to determine and explain the availability and applicability of programs, to provide prompt assessments of program changes and their potential impact, and to promote program participation. Cooperates with and assists other Federal, State, and local agencies in informing rural and farming communities through appropriate media of programs that provide assistance and benefits with a moderate to significant impact on individuals' economic and social conditions.

Establishes and maintains effective working relationships with a wide range of groups and individuals in the area served. Represents the Agency in contacts with producers and other clients, agribusiness interests, civic groups, business and government officials, media representatives and others. Provides authoritative information on Agency programs and represents the Agency in resolving controversial situations. Serves as the Agency representative to the local Food and Agriculture Council (FAC) and Chairperson of the local Emergency Board. Develops and conducts public relations and outreach programs in the area, including authoring newsletters, participating in meetings, and making public or media appearances. Manages local food security, gleaning and food recovery programs. Provides authoritative information on Agency programs, explains program policies, procedures, requirements, benefits and interrelationships, and promotes understanding of and participation in Agency programs.

Performs other duties and responsibilities as required.

C. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent provides equal employment, training, and promotional opportunities to all subordinates, applicants, and new hires; prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or marital status; and promotes a full realization of equal employment through continuous affirmative actions within the work environment. Complies with and affirmatively implements the requirements of EEO laws, regulations, and policies. The incumbent ensures that information concerning county programs, policies, and committee elections is fully and fairly disseminated to farmers, employees, and the general public; provides County Office services and facilities without regard to race, color, religion, national origin, sex, age, disability, or marital status; and conducts all County Office operations according to applicable civil rights rules and regulations.

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County Executive Director, CO-12 (Continued)

D. EVALUATION FACTORS

1. Knowledge Required by the Position

Thorough knowledge of the principles and practices of agricultural production, marketing, agricultural conservation, and related fields and of FSA program provisions, policies and procedures to manage and direct the Agency's commodity and conservation programs and administrative operations for one or more counties.

Knowledge of FSA farm loan programs and program provisions to provide *** * *** program services, perform additional program assignments based on authorities delegated, and work with FLO, FLM, DD and others to assure the timely and effective delivery of farm loan programs and services.

Knowledge of and skill in written and oral communication techniques sufficient to interpret program policies, conduct outreach activities and explain and describe program issues, requirements, benefits, problems and solutions to Agency program and administrative specialists, program participants, local officials, media representatives and others, as appropriate.

Managerial knowledge and skills sufficient to provide technical guidance and oversight to assigned County Office employees in carrying out program and administrative functions, to formulate operating policies for the office, to direct and administer budget, fiscal, personnel and support services for the office, and to ensure that applicable administrative policy/procedural requirements are met.

2. Supervision Received

CED is responsible to the assigned county committee(s) for the effective performance of assigned duties and responsibilities. The county committees determine policies to follow in administration of programs but depend upon CED to interpret, apply and advise on national and State procedures and instructions. Accomplishment of goals and effectiveness of work are determined by the county committee(s) through exchange of information and discussion of County Office business through regular and special committee meetings. CED also receives technical oversight and guidance from DD or other members of the State Office staff, but typically carries out managerial responsibilities and makes program decisions independently.

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County Executive Director, CO-12 (Continued)

3. Guidelines

Guidelines consist of general policies and procedures which are only partially applicable to specific situations or to local agricultural conditions, problems and issues and require considerable adaptation and/or interpretation. Further, CED must deal with conflicting program guidelines and implement emergency programs for which guidelines have not been finalized. The employee continually uses independent judgment, initiative and resourcefulness to interpret, refine and/or recommend regulations and operating procedures for local program operations; to establish internal operating policies; and to deviate from traditional methods and approaches to develop solutions for difficult or unprecedented program problems. CED also formulates and implements his/her own management policies and operating procedures for the office.

4. Complexity

The work of this position involves the performance and direction of varied and unrelated duties required for the planning and administration of program, management and related functions for the office. Programs managed include all of the following: commodity production, commodity/facility loan and conservation. Decisions involve determining how best to respond to new or changing program requirements, establishing operating techniques and methods for the office, interpreting program regulations to identify program benefits or restrictions applicable to individual producers, assessing program effectiveness, and providing input to State officials on actions needed to resolve broad program problems or deficiencies. The County Office(s) to which the employee is assigned is/are characterized by such factors as production of a moderate to wide variety of major crops affected by FSA programs, consistently moderate to heavy participation in major Agency program areas, moderate to significant economic impact of Agency programs, or other considerations that significantly affect the overall complexity of operations and the management responsibilities of the incumbent. The work is further complicated by the introduction of new programs, i.e., to respond to emergency or disaster situations, with frequently changing requirements; the revision from the national level of program regulations; and the necessity for operating within resource restrictions.**--***

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***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-12 (Continued)

5. Scope and Effect

The purpose of the work is to administer the full range of Agency commodity production, commodity/facility loan and conservation programs in the assigned county/counties, to manage the assigned office(s) and to develop, interpret and evaluate broad and varied program policies, regulations or procedures including analyzing nonrecurring situations and resolving a variety of unusual problems or questions. Because of the diversified agricultural commodity production or types of agricultural operations, the variety of ongoing programs administered, the impact of governmental agricultural programs to the local economy, consistently moderate to heavy participation in major Agency program areas, or other similar considerations, the work has a direct and significant impact both within and outside of the Agency.

6. and 7. Personal Contacts and Purpose of Contacts

CED maintains ongoing contacts with program participants, the State FSA Office, the State FSA committee, the county FSA committee, the local FAC, local officials and employees of other agencies and outside organizations in a variety of settings. Typical of these contacts are representatives of other local and Federal agencies, producer organizations, civic organizations, producers and their representatives, and members of the news media.

The purpose of contacts is to explain available programs, interpret program requirements, encourage program participation, persuade and influence others to accept and implement recommendations concerning administrative and program operating policies and procedures, and ensure understanding of and compliance with program regulations and provisions. The employee may encounter resistance to program requirements and changes because of individual producer interests and needs and must use tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions and/or goals. The incumbent must also resolve problems involving conflicting program priorities, competing objectives, or resource allocation.**--***

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County Executive Director, CO-12 (Continued)

8. Physical Demands

   The work requires regular and recurring physical exertion involving walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

   The work involves exposure to operating farm machinery, heights, animals and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.**--***

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County Executive Director, CO-12 - Shared Management

Title : County Executive Director
Grade : CO-12

Note: This description is to be used for shared management operations only.

A. INTRODUCTION

The incumbent of this position serves as the manager of a shared management operation which is comprised of a headquarters Farm Service Agency (FSA) County Office and a full-time suboffice. The incumbent is employed by the local FSA county committees to direct and manage program and administrative operations needed to carry out permanent and ad hoc commodity production, commodity/facility loan, conservation, environmental quality, indemnity, disaster, emergency and defense programs, as well as crop insurance operations under policies ***--**established by the Risk Management Agency (RMA). The incumbent provides basic farm loan program services and may perform additional farm loan program assignments based on authorities delegated. The work also includes performing office and field activities as needed**--*** to accomplish program objectives. This is the full performance level of the position. The position is FLSA exempt.

B. MAJOR DUTIES AND RESPONSIBILITIES

Policy Interpretation: Administers and interprets policies established by the Agency and by FSA committees in the counties in which the position is located. Meets regularly with the county committees to discuss programs, program activities, national program requirements, and policy or program adaptations needed to serve local agricultural operations and conditions. Provides program information to the county committees, including interpretation and explanation of program legislation, regulations and interrelationships. Takes appropriate action to assure that national, State and county committee policies and objectives are properly communicated to and carried out by clients and subordinate employees.

Program Management: As CED of a shared management operation, manages program and administrative activities for the headquarters County Office and one or more full-time suboffices. Travels extensively between offices served to provide direction to subordinate staff, monitor office and field activities, evaluate office operations and assure adherence to applicable national, State and local policies. Management responsibilities cover all aspects of program administration including, but not limited to providing program information and policy guidance to actual and potential clients, accepting program applications and determining program eligibility, preparing contracts, performing varied calculations, establishing and maintaining a full range of farm and program records, ensuring compliance with all legal and program

Continued on the next page

provisions including those that are interrelated with other programs and requirements, investigating and resolving possible program violations, authorizing payments, and collecting overpayments. Conducts ongoing evaluations of program effectiveness and makes or recommends modifications to enhance program operations. Represents the Agency during program appeals and at hearings at the local and/or national level. Counsels clients on program requirements and interrelationships to assure eligibility for loans, purchases, payments and other program benefits. As assigned, directs key county aerial compliance activities.

Administers new and varied ad hoc programs designed to address short-term agricultural emergencies brought about by economic conditions, adverse weather or other natural disasters. Establishes operational guides for such programs within the offices served, identifies and adjusts priorities in work assignments, hires and trains new employees, and reallocates resources as needed to assure that such programs are smoothly incorporated into existing office workflow. Issues newsletters or other informational materials and conducts meetings to inform the farming community of the availability of such programs as well as program requirements and benefits. Ad hoc programs are typically characterized by confusion and controversy, minimal guidelines and rapidly changing operational requirements, all of which contribute to the complexity of their implementation and administration. Further, the degree of participation and the economic impact of Agency programs in the area generate a high demand for ad hoc program information and policy interpretations.

Carries out emergency, natural disaster and defense activities as assigned.

Fiscal Management: As agent for the Commodity Credit Corporation (CCC) within the assigned county/counties, is responsible and accountable for the receipt, custody and disposal of all funds, negotiable instruments and property coming into the control of CCC. As delegated by the county committee(s), exercises unlimited authority to disburse CCC program and administrative funds in an area where the economic impact of Agency programs is moderate to heavy. Maintains responsibility for administering claims and handling bankruptcy cases and is responsible for fiscal programs including cash management, debt management, and debt collection.

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-12 - Shared Management (Continued)

Personnel Management: According to 7 CFR Part 7, manages all day-to-day operations of the assigned County Offices and employs subordinate non-Federal County Office and field employees. Supervises the staff of the headquarters office and the full-time suboffice and exercises a full range of supervisory responsibilities including:

1. planning work to be accomplished by subordinates, setting and adjusting priorities, and preparing schedules for completion of work;

2. assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;

3. developing standards and evaluating work performance of subordinates;

4. giving advice, counsel, or instruction to employees on both work and administrative matters;

5. interviewing candidates and making selections for positions in the office; recommending promotions, reassignments and other personnel actions;

6. hearing and resolving complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;

7. effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;

8. identifying developmental and training needs of employees, providing or arranging for needed development and training; and

9. finding ways to improve the quality of the work directed.

Consults with and provides input to the responsible Farm Loan Manager (FLM) or District Director (DD) about assignments of Program Technicians with farm loan program responsibilities. As assigned, provides training and/or personnel/payroll services to CED trainees and other employees.**--***

Continued on the next page

County Executive Director, CO-12 - Shared Management (Continued)

Administrative Management: Manages and directs all administrative functions in the assigned office, including designating employee or employees to perform these functions. Administrative activities include, but are not limited to, such areas as personnel, payroll and administrative expenses; property and space management, supplies and equipment; and mail and records management. Maintains responsibility and accountability for any property or item of value coming into the control of CCC. When FSA serves as lead agency for a Service Center, provides space, leasing and other administrative services for other agencies collocated in the Center. Oversees all County Office elections and referendums, including referendums for other organizations. Serves as counselor and expert on county election procedures and maintains custody of ballots used for elections as well as all records of election proceedings. Oversees office automation activities, ensuring that program and administrative data is entered into the computer, that automated files and records are properly maintained, and that requirements governing computer backups, hardware and software maintenance, and computer security are followed. Manages the office's recycling program.

*--**Farm Loan Program Responsibilities:** Performs a range of Farm Loan Program (FLP) assignments including distributing and accepting forms and applications, collecting and processing payments, responding to inquiries, and scheduling appointments with the Farm Loan Manager (FLM) or Farm Loan Officer (FLO). Works with FLM or District Director (DD) in organizing office activities to ensure that all applicants and borrowers are served in a timely manner and to ensure full understanding of and compliance with program policies and requirements.

Depending on workload demands, training received and authorities delegated and maintained, the incumbent may be responsible for additional FLP assignments including maintaining and reviewing accounts, making recommendations for debt settlements, processing borrower classifications, conducting records reviews, tax searches and security checks, preparing chattel appraisals, assisting with real estate appraisals, monitoring construction projects and inventory property, completing or assisting in year-end analysis, and approving loans.--*

Public Relations and Outreach: Develops program information and news for use in publications, radio broadcasts, and personal appearances to maintain good public relations with farmers, farm groups, and others. The incumbent must have thorough knowledge of Agency programs and of agricultural operations in the area served to determine and explain the availability and applicability of programs, to provide prompt assessments of program changes and their potential impact, and to promote program participation. Cooperates with and assists other Federal, State, and local agencies in informing rural and farming communities through appropriate media of Agency programs that provide assistance and benefits.

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-12 - Shared Management (Continued)

Establishes and maintains effective working relationships with a wide range of groups and individuals in the area served. Represents the Agency in contacts with producers and other clients, agribusiness interests, civic groups, business and government officials, media representatives and others. Provides authoritative information on Agency programs and represents the Agency in resolving controversial situations. Serves as the Agency representative to the local Food and Agriculture Council (FAC) and Chairperson of the local Emergency Board. Develops and conducts public relations and outreach programs in the area, including authoring newsletters, participating in meetings, and making public or media appearances. Manages local food security, gleaning and food recovery programs. Provides authoritative information on Agency programs, explains program policies, procedures, requirements, benefits and interrelationships, and promotes understanding of and participation in Agency programs.

Performs other duties and responsibilities as required.

C. EEO AND CIVIL RIGHTS RESPONSIBILITIES

The incumbent provides equal employment, training, and promotional opportunities to all subordinates, applicants, and new hires; prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or marital status; and promotes a full realization of equal employment through continuous affirmative actions within the work environment. Complies with and affirmatively implements the requirements of EEO laws, regulations, and policies. The incumbent ensures that information concerning county programs, policies, and committee elections is fully and fairly disseminated to farmers, employees, and the general public; provides County Office services and facilities without regard to race, color, religion, national origin, sex, age, disability, or marital status; and conducts all County Office operations according to applicable civil rights rules and regulations.

D. EVALUATION FACTORS

1. Knowledge Required by the Position

Thorough knowledge of the principles and practices of agricultural production, marketing, agricultural conservation, and related fields and of FSA program provisions, policies and procedures to manage and direct the Agency's commodity and conservation programs and administrative operations for a shared management operation.**--***

Continued on the next page

Knowledge of FSA farm loan programs and program provisions to provide basic program services, perform additional program assignments based on authorities delegated, and work with FLO, FLM, DD and others to assure the timely and effective delivery of farm loan programs and services.

Knowledge of and skill in written and oral communication techniques sufficient to interpret program policies, conduct outreach activities and explain and describe program issues, requirements, benefits, problems and solutions to Agency program and administrative specialists, program participants, local officials, media representatives and others, as appropriate.

Managerial knowledge and skills sufficient to provide technical guidance and oversight to assigned County Office employees in carrying out program and administrative functions, to formulate operating policies for the offices, to direct and administer budget, fiscal, personnel and support services for the offices, and to ensure that applicable administrative policy/procedural requirements are met.

2. Supervision Received

CED is responsible to the assigned county committees for the effective performance of assigned duties and responsibilities. The county committees determine policies to follow in administration of programs but depend upon CED to interpret, apply and advise on national and State procedures and instructions. Accomplishment of goals and effectiveness of work are determined by the county committees through exchange of information and discussion of County Office business through regular and special committee meetings. CED also receives technical oversight from DD or other members of the State Office staff, but typically carries out managerial responsibilities and makes program decisions independently.

3. Guidelines

Guidelines consist of general policies and procedures which are only partially applicable to specific situations or to local agricultural conditions, problems and issues. Further, CED must deal with conflicting program guidelines and implement emergency programs for which guidelines have not been finalized. Agricultural practices, growing conditions and local--*

Continued on the next page

program decisions frequently vary between offices served, necessitating considerable interpretation and adaptation of national guidelines. The employee continually uses independent judgment, initiative and resourcefulness to interpret, refine and/or recommend regulations and operating procedures for local program operations; to establish internal operating policies; and to deviate from traditional methods and approaches to develop solutions for difficult or unprecedented program problems. CED also formulates and implements his/her own management policies and operating procedures for the offices served.

4. Complexity

The work of this position involves the performance and direction of varied and unrelated duties required for the planning and administration of program, management and related functions for a shared management operation. Decisions involve determining how best to respond to new or changing program requirements, establishing operating techniques and methods for the offices served, interpreting program regulations to identify program benefits or restrictions applicable to individual producers, assessing program effectiveness, and providing input to State officials on actions needed to resolve broad program problems or deficiencies. The incumbent must also work with separate county FSA committees, each of which may have unique policy and operational requirements or preferences. The work is further complicated by the introduction of new programs, i.e., to respond to emergency or disaster situations, with frequently changing requirements; the revision from the national level of program regulations; and the necessity for operating within resource restrictions.

5. Scope and Effect

The purpose of the work is to administer Agency commodity and conservation programs in the assigned counties, to manage the assigned offices and to develop, interpret and evaluate broad and varied program policies, regulations or procedures including analyzing nonrecurring situations and resolving a variety of unusual problems or questions. The work has a direct and significant impact upon the effectiveness and efficiency of local program administration and upon the local economy, program participants and related functions and activities of other agencies.**--***

Continued on the next page

***--Standard Position Descriptions for CED and COT Positions (Continued)**

County Executive Director, CO-12 - Shared Management (Continued)

6. and 7. Personal Contacts and Purpose of Contacts

CED maintains ongoing contacts with program participants, the State FSA Office, the State FSA committee, the county FSA committees, the local FAC, local officials and employees of other agencies and outside organizations in a variety of settings. Typical of these contacts are representatives of other local and Federal agencies, producer organizations, civic organizations, producers and their representatives, and members of the news media.

The purpose of contacts is to explain available programs, interpret program requirements, encourage program participation, persuade and influence others to accept and implement recommendations concerning administrative and program operating policies and procedures, and ensure understanding of and compliance with program regulations and provisions. The employee may encounter resistance to program requirements and changes because of individual producer interests and needs and must use tact and diplomacy to achieve a working consensus among parties who have dissimilar opinions and/or goals. The incumbent must also resolve problems involving conflicting program priorities, competing objectives, or resource allocation.

8. Physical Demands

The work requires regular and recurring physical exertion involving walking through rough terrain, climbing on-farm storage facilities, etc.

9. Work Environment

The work involves exposure to operating farm machinery, heights, animals and inclement weather conditions which requires adherence to normal safety precautions. No special protective clothing or equipment is needed.**--***

***--Addendum to Position Description for CED's With Authority to Make or Service Farm Loans**

In addition to serving as CED, the incumbent has delegated authority to make or service farm loans. The incumbent:

- conducts interviews with loan applicants, reviews loan applications, and makes preliminary inquiries to develop factual information to assess the eligibility of applicants and to provide financial counseling; works closely with local committees to determine the eligibility and feasibility of loans

- evaluates financial situations and credit risks, considering and analyzing factors such as profit and loss statements, statements of assets and liabilities, income tax records, collateral appraisals, farm inventories, credit policies, farm management practices, economic trends, and farming conditions in the area

- analyzes farm, home, family, and community situations and provides technical advice to applicants and borrowers on selecting, expanding, and using farms, land developments, improvements, organization of farm and rural enterprises, and other related matters

- exercises loan approval authority within delegated amounts; recommends approval or disapproval of individual loans and guarantees above delegated amounts; establishes controls as a condition of approval, when applicable

- services all types of Agency farm loans within amount of delegated authority; periodically visits borrowers to review compliance with planned operations, construction, land development, and security requirements; provides continuing technical and administrative supervision to individual and group borrowers to assist in maintaining compliance with loan requirements

- ensures that appropriate steps are taken to appraise farm properties, chattel properties, and leasehold interests; determines value of property, within delegated authority, considering a variety of factors, such as sales prices of comparable properties, influences of off-farm income availability, land productivity, water supply, value of buildings and equipment, and other related factors

- provides continuing loan supervision and oversight of borrower accounts; reviews and makes recommendations for a variety of loan-related changes including releases, subordinations, adjustments, transfers, and similar actions; establishes and administers financial controls for disbursement, distribution, use of loan and nonloan funds, maintenance of security property and insurance, and other detailed accounts**--***

Continued on the next page

***--Addendum to Position Description for CED's with Authority to Make or Service Farm Loans (Continued)**

- periodically analyzes accounts and determines feasibility of borrower graduation; ensures that action is taken to graduate eligible borrowers to other credit sources; provides credit counseling and other services about settlement of loans

- takes appropriate action to collect on loan accounts; works with borrowers to negotiate settlements and recommends settlement agreements to the appropriate approving authority

- maintains cooperative relationships with representatives of other Federal, State, and local agencies, banks and lending institutions, other commercial and educational institutions, rural community groups, etc; provides information and program eligibility requirements about the Agency's farm loan programs and other FSA programs; recommends ways to meet the needs of socially disadvantaged applicants and borrowers; improves access to programs through community outreach efforts and removal of barriers; promotes high quality customer service to all FSA applicants and borrowers.**--***

Classification Elements for CED Positions

This table shows elements used to determine CED grade levels.

Element	Element Definition	
	CO-11	**CO-12**
1. Management Responsibility	CED supervises **2 or less** full-time subordinates. 1/	CED supervises **3 or more** full-time subordinates. 1/
2. Program Variety	There is activity in **2 or less** major programs (commodity production, conservation, NAP, *****--price support, disaster, or BCAP). 2/	There is activity in **3 or more** major programs (commodity production, conservation, NAP, price support, disaster, or BCAP). 2/--*****
3. Program Participation	**Fewer than 340** 1099's issued annually. 3/	**340 or more** 1099's issued annually. 3/

1/ Number of subordinates is based on the annual ceiling allocated to the individual county office, including temporary employees who have worked at least 1040 hours during the calendar year.

2/ Minimum criteria for consideration for CO-12 grade is any activity in 3 or more major *--programs; that is commodity production, conservation, NAP, price support, disaster, or BCAP.--*****

3/ Minimum criteria for consideration for CO-12 grade is 340 or more 1099's issued annually *** * ***.

Note: Shared management operations must meet 2 of the following for consideration for CO-12 grade:

- CED must supervise 3 or more full-time subordinates, including temporary employees
- there must be activity in 2 or more major programs (commodity production, *****--conservation, NAP, price support, disaster, or BCAP)--*****
- there must be 100 or more 1099's issued annually.

Authorized County Office Positions

This table lists authorized County Office positions and coding data.

Position Title	Grade	CAMS Title Code	Occupational Series Code	Supervisory Code	NFC Master Record Number	FLSA Status
Office Clerk	2	0180	0303	8	0303OC	N
Digitizing Equipment Operator	2	0008	0350	8	*--0350DE--*	N
Digitizing Equipment Operator	3					
Digitizing Equipment Operator	4					
Program Technician	3	0154	1101	8	1101PT	N
Program Technician	4					
Program Technician	5					
Program Technician	6					
Program Technician	7					
Program Technician 1/	8					
Counter Program Technician 2/	5	0154	1101	8	1101CT	N
Counter Program Technician	6					
Tobacco Marketing Recorder	3	0368	1101	8	1101MR	N
Tobacco Marketing Recorder	4					
Tobacco Marketing Recorder	5					
County Operations Trainee	5	0370	1101	8	1101TR	N
County Operations Trainee	7					
County Operations Trainee 3/	9					
County Executive Director (Trainee) 2/	5	0371	1101	4	1101CD	N
County Executive Director (Trainee) 2/	7					
County Executive Director 2/	9					E
County Executive Director	11					
County Executive Director	12					

1/ Highest authorized grade for lead Program Technician in shared management offices.
2/ For use only when employee is in a progression to a higher grade.
3/ CO-9 COT trainee not yet selected for CED position.
--4/ Must be approved through HRD to DAFO.--

Authorized County Office Positions (Continued)

***--**

Position Title	Grade	Title Code	Occupational Series Code	Supervisory Code	Master Record Number	FLSA Status
County Executive Director at Large 4/	9	0371	1101	1/	1101CD	2/
County Executive Director at Large 4/	11					
County Executive Director at Large 4/	12					
Chief Program Technician 3/	7	0372	1101	6	1101CP	N
Chief Program Technician	9					
Program Technician in Charge	7	0373	1101	4	1101TC	E
Program Technician in Charge	9					
Program Technician in Charge	11					
Field Assistant	2	0374	1101	8	1101FA	N
Field Assistant	3					
Field Assistant	4					
Field Assistant	5					
Field Specialist	6	0375	1101	8	1101FS	N
Chief Field Assistant	6	0376	1101	8	1101CF	N
Chief Field Assistant	7					
Aerial Compliance Assistant	5	0377	1101	8	1101AC	N
Aerial Compliance Assistant	6					
District Compliance Assistant 3/	6	0378	1101	8	1101DC	N
District Compliance Assistant	7					

1/ Enter supervisory code 4 only when acting CED, otherwise code 8.
2/ Exempt from FLSA provisions only if serving as Acting CED.
3/ For use only when employee is in a progression to a higher grade.
4/ Must be approved through HRD to DAFO.--*****

Authorized County Office Positions (Continued)

Position Title	Grade	Title Code	Occupational Series Code	Supervisory Code	Master Record Number	FLSA Status
*--Loan Assistant (Farm Loan Officer Trainee)	5	0001	1165	8	1165FL	N
Loan Assistant (Farm Loan Officer Trainee)	7					
Loan Specialist (Farm Loan Officer)	9	0003--*				
Loan Specialist (Farm Loan Officer)	11					
Student Trainee (Business)	3	0005	1199	8	1199ST	N
Student Trainee (Business)	4					
Student Trainee (Business)	5					

...

FSA and NASCOE Shared Management Agreement

Following is the current FSA and NASCOE Shared Management Agreement.

FSA/NASCOE SHARED MANAGEMENT AGREEMENT

Definition: A shared management operation results when one CED manages one full-time headquarters county office and one or more full-time suboffices.

Shared Management Requests: STC's have authority to act on all shared management requests. After a STC receives a request for the implementation of shared management, the STC or its representative shall meet and work with the affected COC's to obtain their concurrence.

Any affected COC may request and receive a full review of the process or STC decision by EDSO.

Before STC approval of the establishment of a shared management operation, the SED will consult with the NASCOE state affiliate.

Handbooks 27-PM and 16-AO will provide the specific criteria required and process for shared management. STC's and SED's will document in the STC minutes reasons for the shared management and that all requirements have been met in the implementation process.

State Offices shall notify EDSO, BUD, and HRD of establishment or discontinuance of shared management operations.

Only in rare cases would two CO-12 counties be placed in a shared management operation.

Designation of Headquarters County: The STC shall, as part of their discussion with COC's, determine which county in a shared management operation shall be designated as the headquarters office. CED's would not be forced to move to another county.

Grade Level Criteria: One Program Technician (PT) position in the headquarters office and each full-time suboffice shall be graded 1 level higher than their normal grade, up to CO-8, if the PT is responsible for all the activities in the office when the CED is absent, and the CED is absent at least 40 percent of the time.

HRD will recalculate the CED's grade when two counties enter into a shared management operation.

Existing shared management operations will be reviewed by HRD for application of shared management grade level criteria.

Temporary Shared Management Operations: For temporary shared management operations expected to last more than 30 days, upgrades for CED's and lead PT's shall be on the beginning of the first pay period following the effective date of the shared management operation. CED's and lead PT's in current temporary shared management operations where the arrangement has been effective for more than 30 days shall be immediately upgraded according to this agreement. The temporary promotion should not exceed 120 days. If the temporary shared management operation lasts more than 120 days, then the SED and STC need to meet with the COC to work out a permanent option.

Concurred:

President, NASCOE — Date 5/31/98

EDSO — Date 8/28/98

Program Technician Classification Questions and Answers

Following are questions and answers to assist in classifying Program Technician positions.

1. What is a program?

- A program or program area is any of the work functions in Exhibit 14; such as, conservation ***--**(total), farm-stored loans, farm records, administrative, HEL/WC, etc.**--***

- All programs carry equal weight for classification purposes.

---

2. What is a "significant" program?

A program may be significant in 1 County Office but not significant in another County Office. Generally, any program listed in Exhibit 14 may be considered significant if it:

- has regular, recurring activity
- constitutes a major area of responsibility for 1 or more employees.

---

3. How is workload volume credited in Federal classification standards?

Workload volume is not a factor in Federal classification standards. To be used for grading purposes, the work assigned to an employee must:

- be regular and recurring
- occupy a substantial portion, usually at least 25 percent, of the employee's time.

Continued on the next page

Program Technician Classification Questions and Answers (Continued)

4. What is an "expert" Program Technician?

An expert Program Technician:

- is an authority on the processing and procedural requirements of the assigned program or programs whose decisions and recommendations are technically sound
- has continuing responsibility for the full range of specialized tasks within the assigned program or programs
- handles most projects, questions, or situations that arise within the assigned program or programs, including taking or recommending appropriate action to resolve operating problems.

---

5. Why is not the CED the program expert?

In most County Offices, the CED is primarily involved with program policy and office management rather than the day-to-day details of program operations. By delegating responsibility for operational details to a Program Technician, the CED gains more time to spend on policy and managerial matters.

---

6. How many experts may a County Office have in Commodity Production?

A County Office may have **either** of the following:

- 1 expert in the commodity production (total) program
- an expert in each of the programs listed under commodity production in Exhibit 14.

If 1 program, such as peanuts, is broken out separately:

- the other commodity production programs must also be considered separately
- the commodity production (total) program may no longer be used.

Continued on the next page

Program Technician Classification Questions and Answers (Continued)

7. What is the highest grade allowed for a "lead" Program Technician in a shared management office?

CO-8 is the highest grade. The position must first be graded based on program responsibilities, then an extra grade may be credited for the "lead" role. The overall grade must not exceed CO-8.

---

8. Why are Counter Program Technicians limited to CO-6?

Counter work requires general program knowledge to deal with questions on an as-needed basis, rather than the thorough, detailed knowledge of program operations required of the employees who work most closely with the programs on a regular basis. By itself, this general knowledge supports the CO-6 level.

CO-6 counter work **may** be combined with an independent responsibility in a specific program to achieve a CO-7 grade.

---

9. What happens when an expert Program Technician is placed in another County Office because of restructuring and that County Office already has an expert in the same program or programs?

There may be only 1 expert in a program. If the employee transferring into the County Office is not designated as the program expert, his or her position description must be written to:

- reflect the new program assignments
- support the same grade and step as in the employee's former County Office.

This should be done within 30 workdays after the employee's transfer is effective.

Continued on the next page

10. Can programs be combined to achieve a higher grade level?

Combining programs to achieve a higher grade level should not be a concern in most County Offices. The "smaller" programs would typically not meet the criteria for significant, as described in the response to question No. 2.

---

11. May more than 1 Program Technician at the CO-7 level have full independent responsibility in the same program?

If a CO-7 expert is assigned to the program, that employee is considered to have full responsibility for the program. Other positions working independently in the same program would be limited to CO-6.

If there is no expert, more than 1 Program Technician may be considered to share full program responsibility equally. If these Program Technicians also have full independent responsibility in a second program where there is no expert, their positions would support the CO-7 level.

Examples of Position Descriptions and Evaluation Statements

Program Technician, CO-7 (Example 1)

Title : Program Technician
Grade : CO-7

Introduction

This position is located in the _____ County Office. The incumbent serves as the County Office's technical expert in the procedures, regulations, and operations of the administrative program area and works in other programs as assigned.

In addition to duties typical of the next lower grade level, the employee has continuing responsibility for analyzing program operations, determining, and recommending improvements in internal operating procedures, ensuring operating efficiency, and resolving problems affecting program operations.

Primary Duties

Serves as the County Office's technical expert in the administrative program with independent responsibility for carrying out a wide range of activities in such areas as personnel, budget, and financial management, supply and inventory management, mail management, elections, and claims. Prepares and submits personnel action requests. Prepares and transmits T&A records and conducts leave audits. Explains personnel options and benefits to co-workers and processes health benefits, life insurance, FERS, CSRS, and TSP documents and records. Prepares and submits travel forms and calculates travel reimbursements. Performs administrative activities in support of Federal employees in the office. Studies administrative notices, handbook amendments, brochures, and other materials in order to explain new or revised options and benefits to co-workers. Maintains and updates personnel, leave, and travel records. Prepares travel forms and calculates and issues travel reimbursements.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 1) (Continued)

Primary Duties (Continued)

Performs budget and financial management duties for the County Office. Analyzes past expenditures and provides input to the CED in preparing budget projections and administrative expense allocation requests. Maintains allocation controls and monitors budget activities to ensure allocations are not exceeded. Notifies CED of potential shortfalls or other budgetary situations and makes recommendations to avoid potential problems. Prepares checks covering County Office expenses such as rent, utilities, supplies, and postage. Maintains and reconciles check disbursement register, ensuring that all checks are accounted for. Maintains County Office collection, disbursement, and deposit registers and serves as the principal source of contact in resolving problems related to management of funds collected. Determines the need for and installs new procedures to receive, disburse, and account for all funds. Participates with CED in consolidating workload data for the County Office and transmits workload data to the State Office.

Establishes claims and maintains County Office debt register. Issues demand letters, negotiates repayments or settlements, and processes collections and setoffs. Maintains records and obtains and maintains required documents for promissory notes executed in settlement of a claim. Develops payment plans for claims to be repaid by installments. Services common receivables and, when necessary, transfers receivables to claims status. Transmits claims data to KCFO. Prepares and reconciles schedules of deposit.

Orders and mails election ballots and instructions. Determines voter eligibility and assists COC in opening and counting ballots and certify election results. Issues notifications of election results. Provides orientation to new COC members related to administrative requirements and benefits including salaries, travel, per diem, etc.

Maintains office inventories, initiates orders for office supplies, and prepares equipment requests and required justifications for submission to the State Office. Receives and verifies rent and utility bills before preparing checks for payment. Oversees mail management activities including ensuring that postage meters have adequate postage to meet anticipated needs, maintaining records of postage expenditures, and preparing reports of mailings and postage meter readings.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 1) (Continued)

Primary Duties (Continued)

Reviews and maintains administrative notices, handbook amendments, and similar materials; notes changes in program policies and requirements, and determines impact of such changes upon existing County Office operations and procedures. Evaluates administrative activities and practices in the County Office and develops recommendations for improvements.

Prepares correspondence, newsletters, and other informational items related to the administrative area, including claims and elections. Prepares recurring and ad hoc reports, including generating automated data for transmission to the State Office. Based on prior experience and knowledge, anticipates the need for administrative data so as to ensure timely response to requests.

Applies judgment to solve problems or to take appropriate action where precedents do not exist as well as greater specialized knowledge to interpret or analyze operating requirements in addition to performing or overseeing clerical/technical processing work. Refers matters requiring policy interpretation to CED, DD, or other higher level employee.

As assigned, attends COC meetings with CED to discuss administrative matters requiring the COC's attention. Provides update on changes in administrative operations. The employee may be called upon to advise counterparts in other County Offices concerning the operations and procedures of the administrative program.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 1) (Continued)

Supervision Received

The Program Technician receives very limited supervision from CED who provides instructions by defining objectives, priorities, and deadlines and is available to assist with unusual situations that do not have applicable precedents. The employee plans and carries out work independently in accordance with established guides and instructions. Completed work may be evaluated for adherence to policy and requirements. The methods used in arriving at end results are usually not reviewed in detail.

Knowledge Required

The work requires a thorough knowledge of the provisions and procedural aspects of the administrative program area. The Program Technician uses judgment to interpret and apply regulatory and procedural requirements as well as initiative to analyze program operations, resolve problems, and develop recommendations to effect operational improvements.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 1) (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-7 (Technical expert in 1 program, according to subparagraph 131 C.)

Final Classification

Program Technician
CO-7

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 2)

Title : Program Technician
Grade : CO-7

Introduction

This position is located in the _____ County Office. The incumbent serves as the County Office's technical expert in the procedures, regulations, and operations of the farm loan program area and works in other programs as assigned.

In addition to duties typical of the next lower grade level, the employee has continuing responsibility for analyzing program operations, determining and recommending improvements in internal operating procedures, ensuring operating efficiency, and resolving problems affecting program operations.

Primary Duties

Serves as the County Office's expert in the technical aspects of the loan making and loan servicing programs. Provides information to the general public regarding various Agency farm loan programs and basic eligibility requirements. Conducts interviews with potential borrowers to determine the type of loan best suited to their needs and for which they might qualify and to review the various forms which must be completed to apply for the loan.

Reviews loan application forms and related documents, ensuring that all materials are complete, legal, and in compliance with processing procedures and regulations. Conducts lien searches and closes loans. When delegated authority, establishes bank accounts, deposits loan checks and other funds, countersigns checks, closes accounts, and executes all forms in connection with bank account transactions. Accepts and processes loan repayments.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 2) (Continued)

Primary Duties (Continued)

Provides assistance to borrowers to assure financial information is properly compiled for yearend analyses and servicing requests. Conducts chattel inspections and updates security agreements. Recommends partial releases. Processes termination statements. When delegated authority, approves and processes the planned release of income from the sale of security property.

Maintains current borrower and operational files, discarding obsolete materials. Interprets new procedures, instructions, and guidelines as they are issued and ensures that existing procedures are modified to accommodate change.

Reviews and maintains program notices, handbook amendments, and similar materials; notes changes in program policies and requirements, and determines impact of such changes upon existing County Office operations and procedures. Updates other office employees and clients on changes in program provisions. Evaluates farm loan activities and practices in the County Office and develops recommendations for improvements.

Prepares correspondence, newsletters, and other informational items related to farm loan programs. Prepares recurring and ad hoc reports, including generating automated data for transmission to the State Office. Based on prior experience and knowledge, anticipates the need for program data so as to ensure timely response to requests.

Applies judgment to solve problems or to take appropriate action where precedents do not exist as well as greater specialized knowledge to interpret or analyze operating requirements in addition to performing or overseeing clerical/technical processing work. The employee may be called upon to advise counterparts in other County Offices concerning the operations and procedures of the farm loan program. Refers matters requiring policy interpretation to CED, DD, or other higher level employee.

Ensures that Equal Credit Opportunity Act rules and regulations are followed and applied in delivery of program services to applicants and borrowers.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 2) (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

--**The Program Technician is hired by CED but receives technical guidance on FLP from FLM. CED may provide general instructions for tasks performed outside the FLP area. The employee plans and**-- carries out work independently in accordance with established guides and instructions. Completed work may be evaluated for adherence to policy and requirements. The methods used in arriving at end results are usually not reviewed in detail.

Knowledge Required

The work requires a thorough knowledge of the provisions and procedural aspects of the farm loan program area. The Program Technician uses judgment to interpret and apply regulatory and procedural requirements as well as initiative to analyze program operations, resolve problems, and develop recommendations to effect operational improvements. The position requires knowledge of legal terminology sufficient to understand deeds, liens, title searches, legal instruments, and supporting documents pertaining to loan making and servicing.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

--Signed:** _____, FLM _____ Date**--

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 2) (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-7 (Technical expert in 1 program, according to subparagraph 131 C.)

Final Classification

Program Technician
CO-7

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 3)

Title : Program Technician
Grade : CO-7

Introduction

This position is located in the _____ County Office. The incumbent serves as the County Office's technical expert in the procedures, regulations, and operations of the conservation and feed grains areas and works in other programs as assigned.

In addition to duties typical of the next lower grade level, the employee has continuing responsibility for analyzing assigned program operations, determining and recommending improvements in internal operating procedures, ensuring operating efficiency, and resolving problems affecting program operations.

Primary Duties

As the County Office's technical expert in the conservation program area, serves as a recognized authority on the provisions, requirements, operating procedures, and benefits of the conservation programs, including automated program operations. Explains program provisions, benefits, and options to clients and other interested individuals or groups; completes or assists applicants in the completion of forms; initiates necessary contacts to obtain required information and documents; calculates and initiates program payments; and establishes and maintains office files and records. Notes discrepancies in program records and takes appropriate action to correct errors, obtain missing data, or otherwise reconcile discrepancies. As necessary, advises program participants about available appeal procedures.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 3) (Continued)

Primary Duties (Continued)

Serves as the technical expert for the provisions, requirements, options, benefits, and automated operations of the feed grains program with responsibility for providing information to potential participants; assisting producers complete forms indicating their intention to participate and enrolling producers in the program and in program options they select; completing producer share worksheets and entering percentage shares and other data; initiating necessary contacts to obtain required information and documents; and issuing acreage notifications, yield histories, and base and yield determinations and revisions. Generates program contracts, preparing required forms and documents, and obtaining all necessary signatures. Presents contracts and related documents to COC or designee for approval. Calculates, records, issues, and reconciles program payments including advance and final deficiency payments; handles payment assignments and joint payment authorizations; determines payment reductions resulting from program violations; handles setoffs; and collects overpayments, including computing interest due and issuing demand letters. Establishes and maintains office files and records and handles automated program operations. As needed, provides leadership to other employees engaged in program signup activities.

Reviews and maintains program notices, handbook amendments, and similar materials; notes changes in program policies and regulations, and determines impact of such changes upon existing County Office operations and procedures. Updates other office employees and clients on changes in program provisions. Recommends and establishes operating procedures, internal checklists, and other documents to ensure that program requirements are met and that all steps in program transactions are complete.

Prepares correspondence, newsletters, and other informational items related to the conservation program areas. Prepares recurring and ad hoc reports, including generating automated program data for transmission to the State Office. Based on program knowledge, anticipates the need for program information so as to ensure timely response to requests.

Applies judgment to solve problems or to take appropriate action where precedents do not exist as well as greater specialized program knowledge to interpret or analyze operating requirements in addition to performing or overseeing clerical/technical processing work. Refers matters requiring policy interpretation to CED, DD, or other higher level employee.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 3) (Continued)

Primary Duties (Continued)

As assigned, attends COC meetings with CED to discuss matters such as changes in program provisions and requirements, specific program applications or other documents, and other issues requiring the COC's attention.

As needed, coordinates the work of other employees working in the conservation or feed grains program areas. Reviews work to assure that transactions are properly completed and program requirements met. The employee may be called upon to advise counterparts in other County Offices concerning the operations and procedures of the assigned programs.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Program Technician receives very limited supervision from CED who provides instructions by defining objectives, priorities, and deadlines and is available to assist with unusual situations that do not have clear precedents. The employee plans and carries out work independently in accordance with established guides and instructions. Completed work may be evaluated for adherence to policy and requirements. The methods used in arriving at end results are usually not reviewed in detail.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 3) (Continued)

Knowledge Required

The work requires a thorough knowledge of the provisions and procedural aspects of the conservation and feed grains program areas. The Program Technician uses judgment to interpret and apply regulatory and procedural requirements as well as initiative to analyze program operations, resolve problems, and develop recommendations to effect operational improvements.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 3) (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-7 (Technical expert in 1 or more programs, according to subparagraph 131 C.)

Final Classification

Program Technician
CO-7

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 4)

Title : Program Technician
Grade : CO-7

Introduction

This position is located in the _____ County Office. The incumbent is responsible for independently carrying out office activities and functions pertaining to EQIP, serves as the principal computer console operator for the County Office, and works in other programs as assigned.

Primary Duties

Provides information to producers concerning EQIP, including handling signup operations; receiving requests for cost-sharing, pooling agreements, soil sample reports, and related documents; discussing new and revised agreements; and notifying producers of approval or disapproval of requests. Issues CCC checks and records refunds of cost-share payments. Prepares correspondence concerning EQIP and prepares and maintains manual and automated ledgers, files, and records. Develops required program reports and automated program data for transmission to the State Office.

Operates the County Office computer console with responsibility for carrying out start and end of day procedures, installing and verifying newly released software, performing backup procedures and maintaining backup diskettes, queuing and transmitting County Office data, and maintaining automation logs and records. Provides training to other office employees, as well as assistance in resolving problems associated with the computer console operation. Serves as a primary contact with the State Office on matters related to County Office automation.

As required, participates with other office employees in carrying out other program activities.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 4) (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee plans and carries out the full cycle of work operations independently, determines priorities, and resolves most day-to-day problems according to established procedures and guidelines. The CED or other higher graded employee is available to provide guidance on the more complex or unusual matters. Completed work is evaluated in terms of accuracy, soundness of information and program interpretations provided to producers, and resourcefulness in solving operating problems.

Knowledge Required

The work of this position requires broad working knowledge of EQIP and County Office automation activities, including State and national handbooks, procedures, and policies. In addition, the employee must have an understanding of other programs administered through the County Office in order to assist in carrying out these programs.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 4) (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-7 (Full independent responsibility in 2 or more programs, according to subparagraph 131 B.)

Final Classification

Program Technician
CO-7

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-7 (Example 4) (Continued)

Addendum to Position Description

As a collateral assignment, in addition to having responsibility for EQIP and automation programs for the _____ County Office, the incumbent serves as a principal contact and source of authoritative information within the District on matters related to EQIP which do not require District Director or State Office determinations. Receives calls from other County Offices, responds to program inquiries, and provides direction on processing automated transactions based on established instructions and precedents. Determines when referral to the District Director or State Office Program Specialist is appropriate. Keeps the CED and District Director advised of questions received from, and assistance provided to, employees in other County Offices. Participates as required in State Office training sessions and conducts portions of training programs for Program Technicians in other County Offices who are also responsible for EQIP.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-6

Title : Program Technician
Grade : CO-6

Introduction

This position is located in the _____ County Office. The incumbent is responsible for carrying out office activities and functions pertaining to the peanut program and works in other programs as assigned.

Primary Duties

Loads, validates, and updates peanut farm and tract records including loading considered produced credit and loading peanut crop table. Generates and transmits reports of basic quota, farms, and production. Calculates quota reductions, reconciles discrepancies, and prepares and transmits reports. Prepares and issues notices of farm poundage quotas. Notifies producers of basic quota increases, decreases, effective quotas, and undermarketings. Loads and maintains data related to quota transfers, releases, and reapportionments. Maintains records of spring transfers of quota and spring sales of quotas and undermarketings, and issues revised notices. Explains impact of quota transfers to producers. Takes certification; loads contract data; and maintains and updates smart cards, producer and farm operator ID cards, and related records, ensuring that all data is current and correct. Monitors and records fall transfers of quota, ensuring that producers are eligible to transfer quota and that COC approval is obtained. Verifies and reconciles marketing transactions including correcting data entered by buying points. Records possible program violations for COC review. Calculates program penalties, collects payments, and handles all related documentation and records. Summarizes marketings from data received from State Office, updates records, and prepares required program reports. Updates program handbooks and files and prepares correspondence, newsletters, and news releases. Maintains contacts with producers, handlers, buying points, and others to explain peanut poundage quota program requirements, procedures, benefits, and penalties.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-6 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee plans and carries out the full cycle of work operations independently, determines priorities, and resolves problems according to established procedures and guidelines. The CED or other higher graded employee is available to provide guidance on the more complex or unusual matters. Completed work is evaluated in terms of accuracy, soundness of information, and program interpretations provided to producers, and resourcefulness in solving problems.

Knowledge Required

The work of this position requires broad working knowledge of State, national, and County Office handbooks, procedures, and policies related to the peanut program. In addition, the employee must have an understanding of other programs administered through the County Office in order to assist in carrying out these programs.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-6 (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-6 (Independent responsibility in a single program, according to subparagraph 130 A.)

Final Classification

Program Technician
CO-6

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-5

Title : Program Technician
Grade : CO-5

Introduction

This position is located in the _____ County Office. The incumbent has independent responsibility for office work related to farm reconstitutions and DMLA. The incumbent also works in other programs as needed to obtain greater knowledge of County Office operations.

Primary Duties

Receives requests for reconstitutions; obtains required information and signatures. Explains the impact of reconstitutions upon bases, allotments, quotas, and yields. Prepares worksheets and processes combinations and divisions, including determining the appropriate method to be used, enters data into the computer, and provides information and forms to COC for approval. Issues revised notices and updates aerial photographs and related records. Notifies producers of disapprovals and appeal rights. Prepares program reports, correspondence, and related materials and maintains files and records related to reconstitutions.

Carries out office activities related to DMLA. Prepares necessary correspondence, computes payments, and prepares checks to be issued to producers. Issues demand letters and computes refund letters for overpayments. Maintains spot-check register for DMLA participants along with program records, handbooks, and files.

Assists other County Office employees by performing specific, routine segments of broader program operations for which another employee is responsible. Assignments are designed to provide greater knowledge of County Office operations. The incumbent may serve as back-up in 1 or more program areas in the absence of the employee responsible for the program or programs.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-5 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works independently on reconstitutions and DMLA although the CED or another higher level employee is readily available to provide assistance on problem situations. More specific supervision by the CED or other office employee is provided for programs in which the employee serves as an assistant or back-up. Special instructions are given on unusual assignments, projects, and changes in handbook procedure and policy. Work on reconstitutions and DMLA is generally spot checked upon completion; work in other areas may be reviewed in more detail upon completion for accuracy in applying program procedure.

Knowledge Required

The work requires broad working knowledge of handbook procedures and program regulations for reconstitutions and DMLA. Good public relations and communications skills are required to deal effectively with the public. Some knowledge of other programs and ability to apply related handbook procedures is important to assist in routine aspects of other work areas or functions and to accept increasing responsibility in other program areas.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-5 (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-5 (First independent working level in 1 or more programs, according to subparagraph 129 A.)

Final Classification

Program Technician
CO-5

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-4

Title : Program Technician
Grade : CO-4

Introduction

This position is located in the _____ County Office. The incumbent serves as an advanced trainee and assists higher graded employees who are responsible for carrying out office activities related to production and marketing programs for peanuts and flue-cured tobacco.

Primary Duties

Working under the direction of CED or other higher level employee, computes and issues/reissues peanut poundage quotas. Works with CED in handling appeals related to quotas and, as needed, revises quotas. Performs office activities necessary for transfer of quotas and maintains farm quotas and history records.

Assists in processing and issuing peanut marketing cards and producer ID cards. Determines actual yields, making adjustments and reconciling smart cards under the direction of the CED or other employee. Verifies contracts and agreements required for contracting additional peanuts. Prepares and maintains related records and files, including those pertaining to alleged program violations and penalty cases.

Under close supervision, determines and issues flue-cured tobacco allotments. Responds to questions from producers and assists in handling appeals related to allotments. Prepares and/or verifies forms for transferring allotments. Issues, processes, and reconciles marketing cards; reviews producer certifications of price support eligibility; and works on production, disposition, and marketing reports. Prepares and maintains farm records and accounts. As appropriate, works on nonquota kinds of tobacco or on allotments and quotas for other types of tobacco.

Assists other employees in carrying out office activities related to their assigned programs.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-4 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee has acquired knowledge of assigned programs and is able to carry out recurring tasks independently. CED or other higher graded employee provides detailed instructions and close supervision on new assignments or problem matters. Completed work is reviewed for accuracy and compliance with instructions and procedures. Guidelines for the work include program handbooks, supervisory instructions, and established operating policies and procedures.

Knowledge Required

The work requires general knowledge of policies and procedures related to tobacco and peanut programs as well as a basic knowledge of other programs administered through the County Office.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-4 (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-4 (Advanced trainee in 1 or more programs, according to subparagraph 128 A.)

Final Classification

Program Technician
CO-4

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-3

Title : Program Technician
Grade : CO-3

Introduction

This position is located in the _____ County Office. The incumbent, working at the basic trainee level, performs a variety of activities associated with the cotton production and price support programs. The incumbent also assists in other program areas as assigned.

Primary Duties

Working under the close supervision of CED or other higher graded employee, performs office activities under the cotton program. Such duties include taking sign-up, calculating bases and yields in accordance with specific instructions, completing base and yield notices, providing basic program information to producers, and establishing and maintaining program records. Submits calculations to CED or another employee for review before providing information to producers. Refers questions and problem matters to a higher graded employee for assistance.

Works with CED or other higher graded employee to learn and apply guidelines for determining producer eligibility for cotton price support loans. Prepares and verifies loan documents and learns procedures for conducting lien searches. Prepares checks, and maintains and processes loan register and other records. Under close guidance, reviews and completes cotton loan deficiency payment applications and computes payments. Takes cotton loan repayments and makes deposits. Works with more experienced employee to learn procedures for closing out repaid loans as well as procedures required for loan forfeitures.

Assists other employees in performing routine tasks associated with other program areas.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-3

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works under the close supervision of CED or other higher graded employee. Detailed instructions are provided on assigned tasks and job priorities. The employee makes decisions only on routine, well-precedented matters; problems are referred to a higher graded employee for assistance or resolution. Work is spotchecked in progress and closely reviewed upon completion.

Knowledge Required

The work requires limited working knowledge of Agency policies and procedures related to cotton production and price support programs as well as a basic knowledge of other programs administered through the County Office. The employee must be able to perform routine aspects of the work independently and to recognize situations requiring referral to others.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Program Technician, CO-3 (Continued)

Evaluation Statement

Title

Program Technician

Grade Level Criteria

CO-3 (Basic trainee status, according to subparagraph 127 A.)

Final Classification

Program Technician
CO-3

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Examples of Position Descriptions and Evaluation Statements (Continued)

Lead Program Technician, CO-8

Title : Lead Program Technician
Grade : CO-8

Introduction

This position is located in the _____ County shared management operation. The incumbent has been designated by the CED as the lead Program Technician with responsibility for all activities in the headquarters office or suboffice when the CED is absent. The CED is absent from the office at least 40 percent of the time.

In addition, the incumbent serves as the County Office's technical expert in the procedures, regulations, and operations of the administrative program area and works in other programs as assigned. The employee has continuing responsibility for analyzing administrative program operations, determining, and recommending improvements in internal operating procedures, ensuring operating efficiency, and resolving problems affecting program operations.

Primary Duties

Serves as Lead Program Technician with responsibility for all activities in the headquarters office of the shared management operation in the absence of the CED. This is a regular and recurring responsibility since the CED is absent from the office at least 40 percent of the time. As Lead Program Technician, the incumbent is authorized to make work assignments, establish and adjust daily priorities, provide guidance and instruction on tasks and assignments, resolve problems, determine when issues should be referred to the CED or deferred until his/her return, review and approve completed work, approve leave and resolve simple, informal complaints. The incumbent is also authorized to act and speak for the CED in dealings with customers, program participants and their representatives, officials of other agencies, COC members, the State FSA Office, and other offices and individuals.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Lead Program Technician, CO-8 (Continued)

Serves as the County Office's technical expert in the administrative program with independent responsibility for carrying out a wide range of activities in such areas as personnel, budget, and financial management, supply and inventory management, mail management, elections, and claims. Reviews and submits payroll related documents, prepares and transmits T&A records, conducts leave audits, explains personnel options and benefits to co-workers, prepares and submits personnel action requests, and prepares and submits travel documents. Studies administrative notices, handbook amendments, brochures, and other materials in order to explain new or revised options and benefits to co-workers. Maintains and updates personnel, leave, and travel records.

Performs budget and financial management duties for the County Office. Analyzes past expenditures and provides input to the CED in preparing budget projections and administrative expense allocation requests. Maintains allocation controls and monitors budget activities to ensure allocations are not exceeded. Notifies CED of potential shortfalls or other budgetary situations and makes recommendations to avoid potential problems. Prepares checks covering County Office expenses such as rent, utilities, supplies, and postage. Maintains and reconciles check disbursement register, ensuring that all checks are accounted for. Maintains County Office collection, disbursement, and deposit registers and serves as the principal source of contact in resolving problems related to management of funds collected. Determines the need for and installs new procedures to receive, disburse, and account for all funds. Participates with CED in consolidating workload data for the County Office and transmits workload data to the State Office.

Establishes claims and maintains County Office debt register. Issues demand letters, negotiates repayments or settlements, and processes collections and setoffs. Maintains records and obtains and maintains required documents for promissory notes executed in settlement of a claim. Develops payment plans for claims to be repaid by installments. Services common receivables and, when necessary, transfers receivables to claims status. Transmits claims data to KCFO. Prepares and reconciles schedules of deposit.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Lead Program Technician, CO-8 (Continued)

Orders and mails election ballots and instructions. Determines voter eligibility and assists COC in opening and counting ballots and certify election results. Issues notifications of election results. Provides orientation to new COC members related to administrative requirements and benefits including salaries, travel, per diem, etc.

Maintains office inventories, initiates orders for office supplies, and prepares equipment requests and required justifications for submission to the State Office. Receives and verifies rent and utility bills before preparing checks for payment. Oversees mail management activities including ensuring that postage meters have adequate postage to meet anticipated needs, maintaining records of postage expenditures, and preparing reports of mailings and postage meter readings.

Reviews and maintains administrative notices, handbook amendments, and similar materials; notes changes in program policies and requirements, and determines impact of such changes upon existing County Office operations and procedures. Evaluates administrative activities and practices in the County Office and develops recommendations for improvements.

Prepares correspondence, newsletters, and other informational items related to the administrative area, including claims and elections. Prepares recurring and ad hoc reports, including generating automated data for transmission to the State Office. Based on prior experience and knowledge, anticipates the need for administrative data so as to ensure timely response to requests.

Applies judgment to solve problems or to take appropriate action where precedents do not exist as well as greater specialized knowledge to interpret or analyze operating requirements in addition to performing or overseeing clerical/technical processing work. Refers matters requiring policy interpretation to CED, DD, or other higher level employee.

As assigned, attends COC meetings with CED to discuss administrative matters requiring the COC's attention. Provides update on changes in administrative operations. The employee may be called upon to advise counterparts in other County Offices concerning the operations and procedures of the administrative program.

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Lead Program Technician, CO-8 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Program Technician receives very limited supervision from CED who provides instructions by defining overall work objectives and office policies. The employee plans and carries out work independently in accordance with established guides and instructions. Completed work may be evaluated for adherence to policy and requirements. The methods used in arriving at end results are usually not reviewed in detail.

Knowledge Required

The position requires thorough knowledge of County Office operations, the ability to provide guidance and direction to other employees, and judgment and discretion to resolve problem situations. The work also requires a thorough knowledge of the provisions and procedural aspects of the administrative program area. The Program Technician uses judgment to interpret and apply regulatory and procedural requirements as well as initiative to analyze program operations, resolve problems, and develop recommendations to effect operational improvements.

Certification

I certify that the above duties represent a true and accurate statement of the responsibilities contained in this position.

Signed: _____, CED _____ Date

Concurred: _____, DD _____ Date

Continued on the next page

Examples of Position Descriptions and Evaluation Statements (Continued)

Lead Program Technician, CO-8 (Continued)

Evaluation Statement

Title

Lead Program Technician

Grade Level Criteria

CO-8 (Serves as lead Program Technician as well as technical expert in 1 program. The position is graded according to 27-PM, subparagraph 131 C and paragraph 133.)

Final Classification

Lead Program Technician
CO-8

Classification Certification

I certify that this position has been classified in conformance with criteria published in Handbook 27-PM.

Signed: _____, Chief, Administrative Division _____ Date

Programs for Classifying Program Technician Positions

Administrative (total)

Claims
Other

Automation

Commodity Production (total)

--**BCAP**--
Cotton 1/
Feed grains 1/
Field visits for disaster programs 2/
NAP
Office disaster activities
Peanuts
Rice 1/
Tobacco
Wheat 1/

Common Programs (total)

Bankruptcies
Farm records
--**GIS**--
Payment limitations/person determinations
Reconstitutions

Conservation (total)

CRP
ECP
EQIP
Any single program not specified 1/

Crop Insurance

Dairy

***--Disaster Programs**

ELAP
LFP
LIP
SURE
TAP**--***

Emergency Programs

Farm Loans

Field Compliance (total) 2/

Administrative field visits
Aerial compliance (key county)
Commodity loan inspections
Measurement services

Office Compliance (total)

HEL/WC
Office Measurement Services
Other

Price Support (total)

Cotton loans 1/
Farm-stored loans 1/
FSFL/SSFL
Warehouse loans 1/

1/ These programs are not shown separately on Report 14. CED, DD, and State Office Administrative Officer shall agree that programs used for classification purposes are significant to the County Office.

2/ Program Technicians shall not be credited with work performed by field personnel.

***--Standard Position Descriptions for Subordinate Positions**

Office Clerk

Title : Office Clerk
Grade : CO-2

Introduction

The office clerk works in the FSA County Office providing clerical assistance to CED or other employees as necessary. The work consists of routine repetitive tasks that are regular and recurring. No unusual or difficult problems are encountered.

Primary Duties

Performs office clerical work such as receiving and sorting incoming mail; answering the telephone; typing correspondence, documents, and reports from rough drafts; and operating office machines. Work assignments may also involve preparing folders, filing correspondence, applications, and other forms, and addressing and stuffing envelopes.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The office clerk receives detailed instruction of work to be done and the sequence in which it is to be performed. Close supervision is received and all work is reviewed by the supervisor. All instructions are clear and any procedural guides used are detailed and specific.

Knowledge Required

The office clerk has some limited clerical procedural knowledge and is able to understand some of the terminology used in the office. No FSA program knowledge is required to satisfactorily perform this job, nor it is mandatory for the office clerk to be familiar with the work done in any segment of the office or the goals of FSA.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Program Technician in Charge

Title : Program Technician in Charge
Grade : CO-7, CO-9, CO-11

Introduction

Serving in a temporary capacity, the Program Technician in Charge is responsible to COC for directing the work of the County FSA Office.

Primary Duties

Carries out the procedures and policies of COC and keeps them currently advised on status of program and administrative activities.

Provides advice and assistance to farmers, producers, ranchers, and agribusiness representatives, explains procedures, and interprets regulations and policies. Consults with COC or DD, or both, on controversial cases or problems.

Makes recommendations to COC and provides program assistance and interpretation.

Supervises office work functions and employees and personally performs assigned program operations.

Carries out all office functions or activities related to management, budget, personnel, property, records, etc.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Program Technician in Charge (Continued)

Supervision Received

The Program Technician in Charge is under the direction of COC. Problem cases are reserved for COC. Close contact is maintained with COC and DD who provide close guidance and supervision and assist in public relations with farmers and other agricultural agencies.

Knowledge Required

The work requires specialized knowledge of the County Office programs, functions, and organization. The incumbent must be familiar with supervisory methods and techniques.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Chief Program Technician

Title : Chief Program Technician
Grade : CO-7 and CO-9

Introduction

The incumbent serves as a full assistant to CED and participates in planning, organizing, and directing the work of the County Office. Duties include coordinating employee work activities, taking or recommending actions to promote efficiency in office operations, working with CED to resolve difficult program cases, and acting for CED during CED's absence.

Primary Duties

Assists CED in planning and organizing the work of the office, including making or recommending changes in work operations as program requirements change or fluctuate. Takes or recommends actions to ensure that resources are available to meet operating requirements and to ensure optimum efficiency of overall County Office activities. Participates with CED in overseeing employee orientation and training. Assigns work to office employees, reviews work in progress or upon completion, and provides guidance and assistance on complex problems. Recommends to CED changes in employee work assignments, promotions, demotions, and other personnel actions. May approve or recommend approval of leave requests.

Maintains knowledge of County Office program activities and of the program, administrative, and field work of other employees. Provides authoritative information and assistance to actual or potential program participants, bankers, attorneys, agribusiness representatives, employees of other government agencies, etc., concerning program provisions, requirements, and interrelationships. Works closely with program participants to resolve unusual or difficult problems and determines whether referral to higher authority for solution is appropriate. As necessary, advises program participants about available appeal procedures.

Attends training sessions to maintain current knowledge of programs and to enhance ability to assist CED in resolving operating problems.

Acts for CED in CED's absence with regard to both field and office operations.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Chief Program Technician (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Chief Program Technician works under the general supervision of CED who provides assignments through discussions of program objectives and office policies. The incumbent's work planning and organization duties are performed in conjunction with goals set by CED. Other duties are performed independently with the incumbent maintaining responsibility for carrying out assignments, resolving problems, and providing guidance and direction to others. While acting for CED, the incumbent independently directs the work of the office and ensures that CED's policies are followed. The employee's work is reviewed in terms of soundness of advice and recommendations and effectiveness in promoting the orderly operation of the office.

Knowledge Required

Thorough knowledge of all County Office programs is necessary to coordinate the work activities of other employees, provide advice and guidance, resolve difficult problems, and review more complex cases with CED. The incumbent must be thoroughly familiar with office policies and procedures to act for CED. In addition, the incumbent must have analytical skills and comprehensive knowledge of management techniques and methods to take or recommend actions to ensure overall efficiency of office operations.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Specialist

Title : Field Specialist
Grade : CO-6

Introduction

The incumbent is responsible for all compliance field work for the County Office and performs a broad range of field compliance activities related to at least 2 of the following programs:

- price support
- commodity production
- conservation.

The work may include training and supervising lower graded field employees.

Primary Duties

Visits farms for the purpose of measuring fields to determine compliance with commodity production requirements, and/or in connection with measurement services and spot-checking conservation practices.

- Scale checks aerial photography by locating identifying points on the photograph and taking ground measurements.

- Checks vendors of conservation materials to determine that material and services provided for conservation programs are according to program requirements and specifications.

- Discusses general program provisions and operations with CED.

- Visits farms in connection with commodity loan inspection to examine the storage structure for suitability for storing commodities under price support.

- Explains price support program to producers, answers questions, and serves as focal point for producers to obtain information.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Specialist (Continued)

Primary Duties (Continued)

Visits farms to resolve special problems such as alleged program violations, yield determinations, farmer complaints, etc.

- Obtains special information for COC.
- Prepares reports of findings for consideration of COC.

Where applicable, maintains responsibility for total aerial observation function including preflight preparations, in-flight operations, serving as team leader, and making post-flight determinations.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Field Specialist works under the general supervision of CED or Chief Field Assistant who provides overall assignments. Because of the nature of the field work, the incumbent performs independently with responsibility for resolving special problems and complaints. Work is reviewed infrequently.

Knowledge Required

The work requires specialized compliance and price support program knowledge. The incumbent must be knowledgeable of crop production and farming methods and skillful in measuring field for compliance activities. Where applicable, the incumbent must have knowledge of aerial observation procedures and methods.**--***

Continued on the next page

Chief Field Assistant

Title : Chief Field Assistant
Grade : CO-6, CO-7

Introduction

The Chief Field Assistant is responsible for supervising field activities covering a county or a designated number of counties in connection with commodity inspection, crop appraisal, and compliance activities.

Primary Duties

Plans work, makes assignments, trains new employees, makes workload adjustments, and sets priorities. Reviews work performed by employees supervised to ensure accurate and uniform application of field program and appraisal procedures and evaluates work performance. Work assignment, adjustments, and priority setting may be done by CED, where several counties are served.

Supervises and may perform the following day-to-day operations.

- Identifies crops and appraises crop conditions and future development capacities of crops damaged because of abnormal weather, insect infestation, disease, herbicide, and livestock. Discusses appraisal with farmer.

- Applies knowledge of up-to-date farming methods used in crop production in appraising farming and planting operations to ensure farmer followed good farming practices with the intent of producing a normal crop.

- Interviews farmers and answers questions regarding general provisions of the varied program regulations.

- Interprets aerial photographs, delineating and measuring fields on aerial photographs. Makes aerial observations as necessary.

- Measures fields to determine compliance with regulations and makes recommendations as requested.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Chief Field Assistant (Continued)

Primary Duties (Continued)

- Prepares report on crops involved, cause and extent of crop losses, appraisal of producer's farming and planting practices and amount of acreage, etc.
- Determines quantity of commodity in bin, crib, pit, silo, etc.
- May be required to perform some of the more difficult appraisal activities during special crop loss situations.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Chief Field Assistant works under the general supervision of CED who defines overall objectives and responsibilities. The incumbent works independently, organizing field activities and assigning tasks to lower level employees. Unusual problems are discussed with CED. Work may be occasionally spot checked.

Knowledge Required

The work requires a thorough knowledge of crop production and farming methods and the provisions governing assigned programs. Incumbent must use skill in interpreting aerial photographs and measuring fields for compliance activities. In addition, incumbent must be skillful in supervisory techniques and methods and in dealing with producers in assigned county or counties.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

District Compliance Assistant

Title : District Compliance Assistant
Grade : CO-7

Introduction

The incumbent is assigned by CED to assist DD by performing spot checks of office and field activities in County Offices in 1 or more districts.

Primary Duties

Conducts field spot checks of work performed by county field employees related to commodity production, price support, and/or conservation programs. Reviews field work including, but not limited to, accuracy of ground measurements:

- producer-certified measurements
- verification of prevented planting or reduced yield/failed acreage
- compliance with applicable acreage reduction and land diversion programs
- assurance that contract acres are protected from weeds, insects, and rodents and from wind and water erosion, that cover crops are maintained, and that haying and grazing restrictions are observed
- verification of disposition of excess plantings
- adherence to conservation cost-share practices
- compliance with highly erodible land and wetland conservation program provisions--*****

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

District Compliance Assistant (Continued)

Primary Duties (Continued)

- verification of the absence of dairy animals
- accuracy of bin measurements
- assurance of quantity and quality of grain under loan, etc.

Ensures that field services performed by County Office employees are accurate and that producers are in compliance with applicable program requirements. Reports actual or potential violations to the appropriate DD and CED.

Conducts office spot checks covering such areas as:

- debt registers and claims
- reconstitutions
- personnel time, leave, and travel documents
- program calculations and payments
- required program documentation including certifications, measurements, determinations, and signatures
- planimeter or digitizer work, etc.

Brings errors to the attention of the appropriate Program Technician, explains procedures and handbook requirements, and reports results of quality control check of office activities to the appropriate DD and CED.

As assigned, performs related duties, including special assignments for the DD and/or State FSA Office, employee training, and field compliance work in the headquarters county.--*****

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

District Compliance Assistant (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee is assigned by CED to provide assistance to DD in performing field and office quality control spot checks. The incumbent plans and carries out work independently with responsibility for explaining program guidelines and resolving problems. Work is reviewed through analysis of written reports submitted to the appropriate CED, DD, and State Office.

Knowledge Required

The work requires specialized knowledge of:

- office and field compliance, commodity production, price support, conservation, and administrative operations
- applicable handbooks, notices, and related documents
- production and farming methods in the district.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Aerial Compliance Assistant, CO-5

Title : Aerial Compliance Assistant
Grade : CO-5

Introduction

Serving in a temporary capacity, under a temporary appointment, the Aerial Compliance Assistant is responsible for preflight preparations, inflight operations, and postflight determinations and processing when taking 35mm slides to determine program compliance. The incumbent may serve as either an observer or camera person. This is the entry level.

Primary Duties

Performs a variety of preflight duties including arranging for plane; verifying maintenance and safety records, license requirements, and insurance coverage; and obtaining maps and prints of counties to be flown. Checks camera lens, filters, setting, and batteries. Briefs pilot and determines starting point with pilot.

As an inflight observer, watches for landmarks and other aircraft, informs pilot of flight turns ahead, records flight data log, and reloads camera for camera person. Alternates duties with camera person.

As an inflight camera person, keeps cameras loaded and ready, checks viewfinder for target, maintains level camera, determines targets and rotates camera to flight line if necessary, and shoots camera shots.

Postflight duties include reporting number of hours flown, cleaning equipment and returning to county, preparing film for processing and mailing to processor, and assisting County Offices in identifying and categorizing processed slides.**--***

Continued on the next page

Aerial Compliance Assistant, CO-5 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Aerial Compliance Assistant is under the direction of DD or CED who provides assignments. Incumbent works independently, receiving only general instructions and routine guidance.

Knowledge Required

The work requires a knowledge of cameras and photographic equipment, aerial compliance procedures and methods, and the ability to read maps and locate points on the ground. The incumbent must also have general knowledge of FSA programs and procedures.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Aerial Compliance Assistant, CO-6

Title : Aerial Compliance Assistant
Grade : CO-6

Introduction

Serving in a temporary capacity, under a temporary appointment, the Aerial Compliance Assistant is responsible for preflight preparation, inflight operations, and postflight determinations and processing when taking 35mm slides to determine program compliance. The incumbent may serve as either an observer or camera person. This is the full-performance level.

Primary Duties

Performs a wide variety of preflight duties including arranging for plane; verifying maintenance and safety records, license requirements, and insurance coverage; and obtaining maps and prints of counties to be flown. Checks camera lens, filters, settings, and batteries. Determines flight altitude, flight lines, briefs pilot, and determines starting point with pilot.

As inflight observer, serves as assistant to the pilot, watches for landmarks and other aircraft, informs pilot of flight turns ahead, records flight data log, recalculates altitude and change of speed information, and determines when mission is completed. Reloads camera for camera person. Arranges for out-county travel authorizations for team. Alternates duties with camera person.

As an inflight camera person, keeps cameras loaded and ready, checks viewfinder for target, maintains level camera, determines targets and rotates camera to flight line if necessary, and shoots camera shots.

Postflight duties include reporting number of hours flown, cleaning equipment and returning it to the County Office, preparing film for processing and mailing to processor, and assisting County Offices in identifying and categorizing processed slides.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Aerial Compliance Assistant, CO-6 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Aerial Compliance Assistant is under the direction of DD or CED who provides assignments. The incumbent works independently, receiving little or no supervision, and plans own work schedule. The incumbent is responsible for ensuring that assigned aerial compliance duties are carried out to completion. Provides guidance as necessary to lower graded Aerial Compliance Assistants.

Knowledge Required

The work requires a thorough knowledge of cameras and photographic equipment, aerial compliance procedures and methods, and the ability to read maps and locate points on the ground. The incumbent must also:

- have a thorough knowledge of FSA programs and procedures
- possess good judgment in determining whether conditions are safe and suitable for flights and obtaining good photographs.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Tobacco Marketing Recorder

Title : Tobacco Marketing Recorder
Grade: CO-3, CO-4, CO-5

Introduction

The incumbent is responsible for recording tobacco warehouse sales under the marketing quota program.

Primary Duties

Assists warehousemen in preparing marketing quota forms.

Issues documents such as memoranda of sales, Report of Tobacco Auction Sale, and Report of Tobacco Non-Auction Purchases.

Ensures that warehousemen withhold proceeds of tobacco under loan when producer is indebted to U.S. Government.

Checks sales documents for both warehouse and nonwarehouse sales.

Examines warehouse records and determines whether penalty computation and collection are correct.

Completes various forms in connection with marketing phases of tobacco.

Prepares daily reports of transactions made to Tobacco Division, AMS.

Performs related work as required.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Tobacco Marketing Recorder (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

Works under general supervision of CED or other designated higher grade employee in the County Office. Employee determines steps to be taken and procedures necessary to perform the work. Difficult or unusual problems may be referred to the supervisor. Work is subject to spot checks.

Knowledge Required

Incumbent must have a good knowledge of warehouse functions and responsibilities and the interrelationships between FSA and the warehouses, as well as with other concerned government agencies. The incumbent must have ability to:

- use a variety of office machines and to apply basic mathematics
- work with producers and other persons of various backgrounds.**--***

Continued on the next page

*--Digitizing Equipment Operator

Working Title : Digitizer
Grade : CO-2, CO-3, CO-4
Title Code : 0008

Introduction

Serving in a temporary capacity, under a temporary appointment, the incumbent is responsible for the initial transfer of CLU data from aerial maps to digital imagery using computer hardware and ArcView or other GIS software. The work includes data verification, quality control review, and testing of new or modified digitizing tools.

The position is FLSA nonexempt.

Primary Duties

Selects and assembles aerial photographs for townships or flight lines to be digitized. Designates CLU boundaries and enters appropriate attributes including farm, CLU and tract numbers, cropland and noncropland, program acreage, and HEL status. Notes placement and attributes of wetlands and CRP acreage. Adds comments as needed to denote missing boundaries or other missing attributes as well as matters requiring follow-up by the maintenance County Office.

Runs quality control checks to verify accuracy and completeness of data. Corrects errors such as null polygons, void polygons, slivers, overlaps, and duplicate numbers. Verifies boundaries when designated program acreage and calculated acreage differ significantly. Performs second party review of work performed by other digitizers. Performs periodic file back-ups.

Participates in testing and evaluating new and enhanced toolbars and other software enhancements designed to improve digitizing accuracy and efficiency. Also participates in meetings and discussions with coworkers about operating policies and procedures, digitizing techniques, new software, and problems encountered while digitizing.

Provides guidance and assists in training new and less experienced digitizing personnel.

Performs clerical support work associated with receipt and return of aerial maps. Performs related duties as assigned.**--***

Continued on the next page

***--Digitizing Equipment Operator (Continued)**

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee plans and carries out recurring assignments independently. CED or a higher graded digitizer is available to provide assistance when source documents are questionable or when there are no clear precedents for actions to be taken. Work is spot-checked for completeness and accuracy through quality control checks and second party reviews.

Knowledge Required

The work requires basic computer skills as well as knowledge of procedural aspects of the GIS process and ability to utilize GIS software. The employee gains and applies increasing knowledge of applicable hardware and software, digitizing processes and requirements, designations on aerial photographs, and terminology used in designating CLU attributes.**--***

***--Program Technician (GIS)**

Title **:** Program Technician
Grade **:** CO-5
Title Code **:** 0154

Introduction

This position is located in an FSA digitizing center. Serving in a temporary capacity, under a temporary appointment, the incumbent performs a variety of duties involving the initial transfer of CLU data from aerial maps to digital imagery and provides clerical and technical support related to the testing and implementation of GIS technology.

This is the full performance level of the position. The position is FLSA nonexempt.

Primary Duties

Performs the full range of digitizing and quality control check work in the center. The work includes providing guidance and assistance to digitizers in deciphering aerial maps, locating and accurately designating field and tract boundaries, and entering appropriate attributes such as farm, CLU and tract numbers, cropland and noncropland, program acreage, and HEL status, as well as in adding comments as needed to denote missing boundaries or other missing attributes as well as matters requiring follow-up by the maintenance County Office. The incumbent performs quality control reviews of digitizing work performed personally as well as second party reviews of work performed by center digitizers. Provides guidance and assistance to digitizers in detecting and correcting errors made.

Participates in testing and evaluating new and enhanced toolbars and other software enhancements designed to improve digitizing accuracy and efficiency and in implementing customized software designed for Agency use. Tests and comments on office policies and procedures, training materials, and instructions. Also participates in meetings and discussions with coworkers about operating policies and procedures, digitizing techniques, new software, and problems encountered while digitizing.

Responds to inquiries and provides technical assistance to employees in other counties on matters dealing with digitizing procedures and map maintenance. Serves as back-up to the employee responsible for center operations.

As assigned, uses CLU maintenance tools and applies knowledge of Agency farm programs to maintain accurate digital imagery for the headquarters County Office. Reviews requests for cropland changes, determines whether policy allows such changes to be made and updates digital imagery. Identifies situations requiring HEL determinations and initiates referrals including required maps and forms. Participates in scanning and rectifying aerial slides.**--***

Continued on the next page

***--Program Technician (GIS) (Continued)**

Primary Duties (Continued)

Assists other Program Technicians in the County Office in carrying out their assigned program functions.

Performs related duties as assigned.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works independently and typically receives assignments without specific instructions. The employee recognizes and corrects errors on own initiative, consulting the supervisor only when the source document may be subject to more than 1 interpretation or when policy matters are involved. The employee resolves most standard problems independently, including providing guidance and assistance to others, and consults the supervisor only on situations where no clear precedent exists. Work is spot checked to ensure completeness and accuracy.

Knowledge Required

The work requires basic computer skills as well as a broad working knowledge of procedural aspects of the GIS process and expertise in using applicable GIS software. The work also requires basic knowledge of FSA farm programs as related to ongoing assignments. The employee follows general instructions and independently completes specific tasks, including identifying and resolving most standard problems and selecting the appropriate guidelines for specific situations.**--***

***--Program Technician (GIS)**

Title **:** Program Technician
Grade **:** CO-6, CO-7
Title Code **:** 0154

Introduction

The incumbent of this position oversees operations of an FSA digitizing center. The work includes planning and scheduling digitizing and related work to be performed in the center, assigning work to employees, providing guidance and resolving operational problems, maintaining center records, and preparing related reports. The employee also provides training and technical support to FSA County Offices within an assigned area on matters about using digital orthophotography and associated computer hardware and software.

The full performance level of the position is CO-7. The position is FLSA nonexempt.

Primary Duties

Works with State Office GIS specialists, County Offices, and APFO to schedule and prioritize digitizing projects. Contacts County Offices served to obtain aerial maps and related data. Trains and assigns work to digitizers, loads or oversees loading of imagery, and downloads Public Land Survey System layers. Provides guidance and direction to digitizers in deciphering aerial maps, properly designating CLU boundaries, and entering required attributes.

Develops and implements center standards and operating procedures. Oversees quality control reviews performed by digitizing center personnel. Ensures that all errors detected through quality control reviews are properly corrected. Conducts or oversees second party reviews of each digitizer's work.

Maintains responsibility for GIS system administration including security, data back-up and retrieval, hardware installation, loading software, and troubleshooting of hardware and software.

Merges individual digitizer data and oversees preparing and distributing maps and computer disks to APFO and maintenance County Offices. Also oversees and participates in scanning and rectifying aerial slides, loading these to diskettes, and providing to maintenance County Offices.

Maintains production, quality control, and cost records for the center. Provides progress reports, quality control maps, and final cost reports for each completed county to the State Office. Develops and runs queries to extract data for recurring and ad hoc reports.--*****

Continued on the next page

***--Program Technician (GIS) (Continued)**

Primary Duties (Continued)

Oversees and conducts testing of new digitizing tools and instructional materials. Provides feedback on the operational effectiveness of new or modified tools along with suggestions for improvement.

Serves a principal GIS trainer for the State. Organizes and conducts State Office training programs for maintenance County Offices, including setting up work stations and installing software. Compiles, tests, and updates training manuals and instructions. Serves as national trainer when so designated.

Provides ongoing technical support and updated instructions and procedures to maintenance County Offices. Responds to County Office inquiries and requests for assistance, and researches and resolves hardware, software, and procedural problems encountered by County Office personnel, including using remote access capabilities. Travels to County Offices to provide on-site training, problem solving, and to ensure that certification requirements are met and maintained.

Participates in meetings and teleconferences about implementing and using GIS technology. Maintains contact with other digitizing centers, State and headquarters specialists, and representatives of other agencies and external organizations.

Performs related duties as assigned.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works independently to plan and direct operations of the digitizing center, develop and implement operating procedures and standards, and ensure that quality control requirements are met. The employee also provides training to center personnel and maintenance County Office personnel and resolves operational problems without supervisory intervention. Work is reviewed upon completion through analysis of reports, additional quality control reviews, and feedback from maintenance County Offices served.**--***

Continued on the next page

***--Program Technician (GIS) (Continued)**

Knowledge Required

The work requires computer skills as well as extensive knowledge of procedural aspects of the GIS process and of Agency policies about using GIS technology, and expertise in using applicable GIS software. The incumbent must possess and apply the ability to research and resolve hardware, software, and procedural problems, as well as the ability to communicate effectively both orally and in writing to provide training and guidance and to develop instructional materials. The work also requires a working knowledge of FSA programs and the application of GIS technology to these programs.**--***

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Student Trainee

Title : Student Trainee
Grade : CO-3, CO-4, CO-5

Introduction

The incumbent is a student trainee participating in the Cooperative Education Program. Work assignments are structured to provide an introduction to and training in County Office program and administrative activities. As experience is gained, the incumbent receives progressively more responsible work assignments.

Primary Duties

Receives introduction to County Office activities and operations and to FSA policies and programs.

Participates with other County Office employees in providing information to producers concerning various programs, requirements, and benefits. Assists in determining program eligibility and helps producers complete forms necessary to participate in available programs.

Maintains or assists in the maintenance of County Office administrative and program records. Processes program and administrative documents including maintaining and updating computerized data, and transmitting the data to the State Office as appropriate.

Participates in the development of written program information, visual displays, and related materials.

Performs related assignments designed to provide training and experience in County Office activities and operations.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Student Trainee (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works under the direction of CED or other higher graded employee who initially provides detailed technical supervision and monitors work closely in progress and upon completion. The employee works more independently as knowledge and experience are gained but receives assistance as needed on situations involving particularly difficult or unprecedented matters.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-2

Title : Field Assistant
Grade : CO-2

Introduction

The incumbent works in a learner or limited performance status, performing field work related to 1 or more FSA programs. Some incidental office work may be required; however, office work is performed only occasionally and the majority of the employee's time is spent in the field. This position typically has a full performance level of CO-5.

Primary Duties

Performs routine, repetitive tasks related to 1 or more FSA programs, as required.

Measures fields, including staking and referencing before planting, to establish boundaries and filling requests for measurements after planting.

Inspects stored commodities, including measuring, to verify quantities and ensuring that stored commodities are properly maintained.

Conducts spot-checks to verify producer compliance with program requirements.

Maintains CCC equipment in good operating condition.

Performs other field work as assigned.**--***

Continued on the next page

Field Assistant, CO-2 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The Field Assistant is usually accompanied by a higher graded employee and receives detailed instructions on all assignments. Problems are referred to a higher graded employee for assistance and/or solution. Completed work is closely reviewed.

Knowledge Required

The work requires some knowledge of field procedures, familiarity with work terminology, and ability to learn proper use of equipment. No prior FSA program knowledge is required.

The work may involve special physical requirements and/or exposure to inclement environmental conditions.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-3

Title : Field Assistant
Grade : CO-3

Introduction

The incumbent works independently on routine, recurring field work related to 1 or more FSA programs. Some incidental office work may be required; however, office work is performed only occasionally and the majority of the employee's time is spent in the field. This position typically has a full performance level of CO-5.

Primary Duties

Performs recurring tasks related to 1 or more FSA programs, as required.

Measures fields, including staking and referencing before planting, to establish boundaries and filling requests for measurements after planting.

Inspects stored commodities, including measuring, to verify quantities and ensuring that stored commodities are properly maintained.

Conducts spot-checks to verify producer compliance with program requirements. As needed, witnesses crop disposition or other action to ensure program compliance.

Performs routine appraisals and computes payments.

Explains basic program requirements to producers.

Maintains CCC equipment in good operating condition.

Performs other field work as assigned.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-3 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee performs routine work independently according to specific guidelines. Detailed instructions are provided on new assignments. The employee makes decisions on routine matters and refers problems to a higher graded employee. Completed work is submitted for supervisory review.

Knowledge Required

The work requires limited working knowledge of procedures and terms related to field work, basic skill in using a digitizer and planimeter, ability to perform routine aspects of the work, and ability to recognize problems requiring referral to others. Some knowledge of FSA programs is required.

The work may involve special physical requirements and/or exposure to inclement environmental conditions.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-4

Title : Field Assistant
Grade : CO-4

Introduction

The incumbent works independently on field work related to 1 or more FSA programs. Some incidental office work may be required; however, office work is performed only occasionally and the majority of the employee's time is spent in the field. This position typically has a full performance level of CO-5.

Primary Duties

Performs tasks related to 1 or more FSA programs, as required.

Measures fields, including staking and referencing before planting, to establish boundaries and filling requests for measurements after planting.

Inspects stored commodities, including measuring, to verify quantities and ensuring that stored commodities are properly maintained.

Conducts spot-checks to verify producer compliance with program requirements. As needed, witnesses crop disposition or other action to ensure program compliance.

Performs appraisals and computes payments.

Explains program requirements to producers. Conducts investigations of possible program violations.

Maintains CCC equipment in good operating condition.

May be required to train lower graded field employees.

Performs other field work as assigned.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-4 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee carries out assignments independently according to general instructions, makes routine decisions according to established procedures and guides, and refers complex problems to the supervisor for assistance. Completed work is subject to spot check.

Knowledge Required

The work requires working knowledge of procedures and terms applicable to field work, skill in using a digitizer and planimeter, ability to explain program requirements to producers, and ability to solve a variety of recurring problems. General knowledge of FSA program provisions and requirements is also required.

The work may involve special physical requirements and/or exposure to inclement environmental conditions.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-5

Title : Field Assistant
Grade : CO-5

Introduction

The incumbent serves at the full performance level and works independently on field work related to 1 or more programs. Some incidental office work may be required; however, office work is performed only occasionally and the majority of the employee's time is spent in the field.

Primary Duties

Performs tasks related to 1 or more FSA programs, as required.

Measures fields, including staking and referencing before planting, to establish boundaries and filling requests for measurements after planting.

Inspects stored commodities, including measuring, to verify quantities and ensuring that stored commodities are properly maintained.

Conducts spot-checks to verify producer compliance with program requirements. As needed, witnesses crop disposition or other action to ensure program compliance.

Performs appraisals and computes payments.

Explains program requirements to producers. Conducts investigations of possible program violations. Works directly with program participants and others to resolve problems.

Maintains CCC equipment in good operating condition.

May be required to train lower graded field employees.

Performs other field work as assigned.**--***

Continued on the next page

***--Standard Position Descriptions for Subordinate Positions (Continued)**

Field Assistant, CO-5 (Continued)

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works independently according to accepted practices and procedures and determines work procedures and job priorities. Difficult or unusual problems may be referred to the supervisor. Completed work is subject to limited spot check.

Knowledge Required

The work requires broad working knowledge of procedures and terms applicable to field work, skill in using a digitizer and planimeter, ability to explain program requirements to producers, and ability to solve a variety of recurring problems. Detailed knowledge of FSA program provisions and requirements is also required.

The work may involve special physical requirements and/or exposure to inclement environmental conditions.**--***

Continued on the next page

Loan Specialist

Working Title : Farm Loan Officer
Grade : * * * CO-11

Introduction

The incumbent assists FLM in administering farm loan programs in a USDA Service Center serving 1 or more County Offices. Major responsibilities include making, servicing, and supervising loans and providing technical advice, guidance, and credit counseling to loan applicants and borrowers. The incumbent has delegated loan approval authority to approve loans within a specific limit. The position requires knowledge of Agency farm loan programs and eligibility requirements, the technicalities of farm financing and credit, financial management concepts and practices, farm operations, land use and value, production and marketing of various crops and livestock, and prices and markets in the serviced farming areas. This is the full performance level of the position. The position is FLSA nonexempt.

Primary Duties

Conducts interviews with loan applicants, reviews loan applications, and makes preliminary inquiries to develop factual information to assess the eligibility of applicants and to provide financial counseling. Works closely with local committees to determine the eligibility and feasibility of loans.

Evaluates financial situations and credit risks, considering and analyzing factors, such as profit and loss statements, statements of assets and liabilities, income tax records, collateral appraisals, farm inventories, credit policies, farm management practices, economic trends, and farming conditions in the area.

Analyzes farm, home, family, and community situations and provides technical advice to applicants and borrowers on selecting, expanding, and using farms, land developments, improvements, organization of farm and rural enterprises, and other related matters.

Exercises loan approval authority within delegated amounts. Recommends approval or disapproval of individual loans and guarantees above delegated amounts. Establishes control as a condition of approval, when applicable.

Continued on the next page

Standard Position Descriptions for Subordinate Positions (Continued)

***--Loan Specialist (Continued)**

Primary Duties (Continued)

Services all types of Agency farm loans within amount of delegated authority. Periodically visits borrowers to review compliance with planned operations, construction, land development, and security requirements. Provides continuing technical and administrative supervision to individual and group borrowers to assist in maintaining compliance with loan requirements.

Ensures that appropriate steps are taken to appraise farm properties, chattel properties, and leasehold interests. Determines value of property, considering a variety of factors, such as sales prices of comparable properties, influences of off-farm income availability, land productivity, water supply, value of buildings and equipment, and other related factors.

Provides continuing loan supervision and oversight of borrower accounts. Reviews and makes recommendations for a variety of loan-related changes, including releases, subordinations, adjustments, transfers, and similar actions. Establishes and administers financial controls for disbursement, distribution, use of loan and nonloan funds, maintenance of security property and insurance, and other detailed accounts.

Periodically analyzes accounts and determines feasibility of borrower graduation. Ensures that action is taken to graduate eligible borrowers to other credit sources. Provides credit counseling and other services related to settlement of loans.

Takes appropriate action to collect on loan accounts. Works with borrowers to negotiate settlements and recommends settlement agreements to the appropriate approving authority.

Maintains cooperative relationships with representatives of other Federal, State, and local agencies, banks and lending institutions, other commercial and educational institutions, rural community groups, etc. Provides information and program eligibility requirements regarding the Agency's farm loan programs and other FSA programs. Recommends ways to meet the needs of socially disadvantaged applicants and borrowers. Improves access to programs through community outreach efforts and removal of barriers. Promotes high quality customer service to all FSA applicants and borrowers.

Performs other related duties as assigned.**--***

Continued on the next page

***--Loan Specialist (Continued)**

EEO and Civil Rights Responsibilities

The incumbent is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations, ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

Nature of Loans

Loans are in several program areas; for example, farm ownership, farm operating, economic emergency, disaster emergency, soil and water, limited resource, beginning farmer, socially disadvantaged, etc. Many borrowers have loans in more than 1 loan program category. Loans require analyzing the financial and business capacity of beginning and struggling family-sized farming and ranching operations. Applicants and borrowers represent various types of entities, for example, guaranteed lenders, sole proprietors, partnerships, joint operations, corporations, and cooperatives. Agriculture may be diversified, including multiple types of farm commodities, such as annual and perennial crops, specialized crops, and livestock, which requires significant long-term planning and supervision.

Supervision Received

As a County Office employee, the incumbent is hired by CED. Technical supervision, daily assignments, and performance evaluation are provided by FLM or, in the absence of FLM, by DD. The incumbent, in consultation with FLM, develops general approaches to the work to be done and accomplishes the normal day-to-day actions without supervisory direction. Actions not covered by regulations or precedents are discussed with FLM or DD before formulating recommendations or making decisions about the approval or disapproval of the loan. CED and FLM are kept informed of potentially controversial matters or implications that may affect Agency activities outside the geographic limits of the Service Center. Completed work is reviewed for technical adequacy and compliance with Agency policies, regulations, and procedures. Recommendations are reviewed to determine whether it is the best solution to the problem or whether other approaches may be used to resolve the problem in a more efficient and economical manner.

Program guidelines are available in the form of national handbooks and State notices, COC policies, and internal office practices and procedures. Guidelines are usually general in nature and must often be adapted to accommodate specific situations. The incumbent typically must analyze the potential results of applying interpretations and adaptations of guidelines to unusual situations and discuss recommended changes with FLM or DD before implementation.**--***

Continued on the next page

***--Loan Specialist (Continued)**

Knowledge Required

Comprehensive knowledge of agricultural production, economics, and marketing and of the regulations, procedures, and policies governing the farm loan program to make informed, authoritative judgments involving a variety of complex loans and loan applications. Knowledge is applied in determining the survivability of farm and ranch operations as a business enterprise, identifying and recommending agricultural practices and marketing strategies, advising farmers and ranchers on operating choices, and performing other functions required to make and supervise farm loans.

Knowledge of financial management and credit principles and practices sufficient to analyze the solvency, credit risk, and future repayment capacity of integrated agricultural operations. Knowledge is required to analyze financial information from individuals, partnerships, corporations, joint operations, and trusts to assess their capacity to operate profitable farming enterprises and arrange for the timely repayment of all liabilities.

Knowledge of laws, rules, and regulations concerning agricultural trade and business practices and of income tax laws, bankruptcy laws, and other statutes. Knowledge is required to advise and assist applicants, borrowers, farm customers, and lenders with respect to liquidating assets or restructuring their business, when necessary, and to ensure that lending activities and decisions comply with legal requirements.

Skill in communicating with clients and customers. Ability to motivate clients and contacts to accept and act upon agricultural and credit recommendations. Ability to conduct outreach to new and under-served client groups.**--***

***--Loan Assistant**

Working Title : Farm Loan Officer Trainee
Grade : CO-5

Statement of Difference

Introduction

This is a statement of difference between this basic trainee position and the full performance CO-11. The employee will receive both classroom and on-the-job training to develop the knowledge, skills, and abilities required to satisfactorily perform the farm loan work at the next higher level. Assignments will be selected from the full performance level position to combine performance of productive work with closely supervised on-the-job training. The incumbent may be noncompetitively promoted to CO-7 when all requirements are satisfied including satisfactory performance, qualification requirements, budget and ceiling, and the continued availability of duties at the next higher grade.

The full performance level of the position is CO-11. The position is FLSA nonexempt.

Primary Duties

In addition to prescribed classroom training, the employee will perform a variety of on-the-job training assignments. These assignments will consist of the very basic, uncomplicated functions in the CO-11 full performance position description. Assignments are selected by the supervisor or assigned trainer to provide the employee with experience in basic loan examining and servicing principles, theories, methods, and techniques as they apply to the investigating, analyzing, and evaluating financial factors and credit risks.

Performs other related duties as assigned.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.**--***

Continued on the next page

***--Loan Assistant (Continued)**

Supervision Received

As a County Office employee, the incumbent is hired by CED. Technical supervision, daily assignments, and performance evaluations are provided by FLM or, in the absence of FLM, by DD. FLM or DD provides close and detailed guidance, assigning the work by indicating with each new assignment what is to be done, approaches to take, priority, and results expected. Recurring assignments are performed independently. Additional guidance is provided when unanticipated complications or problems are encountered. Completed work is reviewed for compliance with instructions or established procedures, adequacy of methods used, and achievement of expected results. The level of supervision gradually decreases as the employee gains experience and proficiency in handling more complex assignments.

A number of guidelines including oral instructions are applicable to the work assigned. The incumbent selects and applies the appropriate guidelines to a limited range of standard loan processing and servicing situations, making minor deviations or adjustments as necessary. Situations not covered by established guidelines or those requiring significant deviations are referred to the FLM or DD for guidance.

Knowledge Required

General knowledge of the basic principles and practices of agricultural production and practical approaches to marketing of agricultural products sufficient to perform segments of loan processing activities.

Ability to learn and follow the principles and procedures sufficient to understand and apply guidelines, policies, and procedures to specific routine cases.

Knowledge of financial management and credit principles and practices to perform preliminary analysis of uncomplicated financial statements and credit risk factors.

Basic knowledge of Agency programs, policies, and procedures sufficient to provide information to applicants and borrowers and to make and service loans involving few complicating factors.**--***

***--Loan Assistant**

Working Title : Farm Loan Officer Trainee
Grade : CO-7

Statement of Difference

Introduction

This is a statement of difference between this advanced trainee position and the full performance CO-11. The employee will receive both classroom and on-the-job training to develop the knowledge, skills, and abilities required to satisfactorily perform the farm loan work at the next higher level. Assignments will be selected from the full performance level position to combine performance of productive work with supervised on-the-job training.

The incumbent may be noncompetitively promoted to CO-9 when all requirements are satisfied including satisfactory performance, qualification requirements, budget and ceiling, and the continued availability of duties at the next higher grade.

The full performance level of this position is CO-11. The position is FLSA nonexempt.

Primary Duties

Assignments are selected from the CO-11 position description to provide the employee with developmental experiences in loanmaking and servicing. The employee will process a variety of loan cases of limited scope and complexity and may provide assistance to a higher grade loan specialist on more complex loans.

Performs other related duties as assigned.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.**--***

Continued on the next page

***--Loan Assistant (Continued)**

Supervision Received

As a County Office employee, the incumbent is hired by CED. Technical supervision, daily assignments, and performance evaluations are provided by FLM or, in the absence of FLM, by DD. FLM or DD defines the objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. As the complexity of assignments increases, the employee receives more detailed instructions and guidance. The employee plans and carries out recurring work, handling problems and deviations according to instructions, policies, and previous training. Completed work is reviewed for technical soundness, appropriateness, and conformance to Agency and program policies and requirements.

Guidelines include oral instructions and the policies, regulations, and procedures applicable to the work assigned. The incumbent selects and applies the appropriate guidelines to a individual situations, making minor deviations or adjustments as necessary. Situations not covered by established guidelines or those requiring significant deviations are discussed with FLM, a higher grade loan specialist, or DD before making a decision.

Knowledge Required

Knowledge of the basic principles, concepts, and practices of agricultural management to carry out developmental assignments such as those involving uncomplicated loans or to assist higher grade specialists by performing selected segments of more complicated loan cases.

Knowledge of sources of program and agricultural information to identify and abstract pertinent information to respond to questions and address issues that arise in the assignment area.

Knowledge of financial management and credit principles and practices to assess the soundness of individual loan applications such as those for farm ownership or farm operation.

Knowledge of Agency programs to determine the eligibility of individual applicants for loans under various programs; advise applicants of the provisions and implications of programs; and perform a variety of loan processing activities.

Ability to deal effectively with customers from a diverse population.**--***

***--Loan Specialist**

Working Title : Farm Loan Officer
Grade : CO-9

Statement of Difference

Introduction

This is a statement of difference between this position and the full performance CO-11. The employee will perform all but the most complex CO-11 assignments, but under closer supervision than that of the full performance level.

The incumbent may be noncompetitively promoted to CO-11 when all requirements are satisfied including satisfactory performance, qualification requirements, budget and ceiling, and the continued availability of CO-11 duties.

The full performance level of this position is CO-11. The position is FLSA nonexempt.

Primary Duties

Assignments are selected from the CO-11 position description to broaden the employee's knowledge and skill in making and supervising loans. The employee makes and services loans involving moderate size operations having a limited number of enterprises. The work involves analyzing financial and credit records characterized by well developed facts that are readily evaluated using Agency criteria for approval or disapproval of loans and by applicant income that is based primarily on salary, wages, or operation of a relatively stable business. The employee identifies weaknesses and determines conditions necessary to optimize resource use and effectively manage debt.

Performs other related duties as assigned.

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.**--***

Continued on the next page

***--Loan Specialist (Continued)**

Supervision Received

As a County Office employee, the incumbent is hired by CED. Technical supervision, daily assignments, and performance evaluations are provided by FLM or, in the absence of FLM, by DD. The employee is fully responsible for performing the analyses and recommending approval or disapproval of assigned loans. A higher grade loan specialist or the supervisor is available to provide guidance on the more complex loans. Completed work is reviewed for compliance with Agency policy, regulations, and procedures. FLM or DD may spot check work for technical accuracy and to determine whether recommendations are based on a thorough analysis of relevant factors. Complex developmental assignments will be more closely reviewed to monitor progress and provide feedback for improvement.

Guidelines include oral instructions and the policies, regulations, and procedures applicable to the work assigned. The incumbent selects and applies the appropriate guidelines to individual situations, making minor deviations or adjustments as necessary. Situations not covered by established guidelines or those requiring significant deviations are discussed with FLM, a higher grade loan specialist, or DD before making a decision.

Knowledge Required

Sufficient knowledge of agricultural production, economics and marketing, and of the regulations, procedures, and policies governing FLP to conduct analyses and make loan approval recommendations, identify and recommend agricultural practices and marketing strategies, advise farmers and ranchers on operating choices, and perform other functions required to make and supervise farm loans.

Knowledge of financial management and credit principles and practices sufficient to analyze the solvency, credit risk, and future repayment capacity of moderate size agricultural operations having a limited number of enterprises. Knowledge is required to analyze financial information from individual farmers and ranchers to assess their capacity to operate profitable farming enterprises and arrange for the timely repayment of all liabilities.

Knowledge of laws, rules, and regulations about agricultural trade and business practices and of income tax laws, bankruptcy laws, and other statutes. Knowledge is required to advise and assist applicants, borrowers, farm customers, and lenders with respect to liquidating assets or restructuring their business when necessary and to ensure that lending activities and decisions comply with legal requirements.

Skill in communicating with clients and customers. Ability to motivate clients and contacts to accept and act upon agricultural and credit recommendations. Ability to conduct outreach to new and under-served client groups.**--***

***--Computer Assistant**

Title : Computer Assistant
Grade : CO-4, CO-5, CO-6, CO-7
Title Code : 0001
Series Code: 0335

Introduction

The incumbent of this position serves in a temporary capacity and assists in the migration of County Office personal computers to the XP operating system. The full performance level of the position is CO-7. The position is FLSA non-exempt.

Primary Duties

Assists State Office IT specialists and County Offices employees in the migration of personal computers to the XP operating system. Duties include installing new software and uninstalling old software and/or verifying compatibility of previously installed software with the XP operating system, establishing network connections, computer configuration, and files transfer. Uses technical knowledge and skill relative to PC software and hardware to analyze and troubleshoot problems encountered in performing the migration.

Provides on-site training to new users of the XP operating system. Training may be provided to individual users, or in group sessions, and includes demonstrations on running programs, working on documents, dealing with error messages, and resource sharing. Training includes explaining computer security principles, including backing up and archiving files, as well as alerting employees to possible security risks. Answers questions on the various administrative and technical programs as related to the computer systems.

Helps develop user guides and handbooks on the effective use of the new operating system. Uses situations encountered during the migration to develop instructions as well as preparing lists of frequently asked questions with appropriate responses.

Prepares and maintains inventory and other records associated with the migration.

Performs other related duties as assigned.**--***

Continued on the next page

***--Computer Assistant (Continued)**

EEO and Civil Rights Responsibilities

The employee is responsible for knowing and supporting equal opportunity and civil rights policies, performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations, ensuring bias-free written and oral communications; respecting and valuing differences of other employees and clients, and, as appropriate, preparing for career advancement opportunities.

Supervision Received

The employee works under the general direction of a State Office IT specialist. The employee is expected to apply technical knowledge, judgment, and skill in carrying out assignments. Work is reviewed upon completion in terms of the success of the migration in County Offices served.

Knowledge Required

The work requires computer skills as well as technical knowledge of operating systems and application software. The incumbent must possess and apply the ability to research and resolve hardware, software, and procedural problems, as well as the ability to communicate effectively both orally and in writing to provide training and guidance and to develop instructional materials.

Extensive travel is required as well as possession of a valid driver's license.**--***

Summary of Program Technician Classification Criteria

This table lists general characteristics of permanent and temporary Program Technician positions at various grade levels. More detailed information is in paragraphs 127 through 131. Also, see classification criteria for related positions in paragraph:

- 132 for Counter Program Technicians
- 133 for lead Program Technicians in shared management offices
- 134 for Chief Program Technicians
- 135 for Program Technicians in Charge.

CO-3	CO-4	CO-5	CO-6	CO-7
Basic trainee level	Advanced trainee level	First independent working level	Independent responsibility in a single significant program	Either of the following: • independent responsibility in 2 or more significant programs • expert level in 1 or more significant programs.

Labor Management Relations Agreement Between USDA, FSA, and NASCOE

*--

Amendment and Extension of

LABOR-MANAGEMENT RELATIONS AGREEMENT

Between

U.S. Department of Agriculture
(USDA)

Farm Service Agency
(FSA)

and

The National Association of FSA County Office Employees
(NASCOE)

This extends the current agreement between the U.S. Department of Agriculture (USDA), the Farm Service Agency (FSA), and The National Association of FSA County Office Employees (NASCOE).

19 PROVISION FOR TERMINATION

This agreement will terminate, subject to renegotiation, on August 31, 2007. Recognition at the State level may be terminated after a finding that the NASCOE Affiliate has less than 51 percent membership within the State(s).

APPROVALS

For The National Association of FSA County Office Employees:

President, NASCOE — Date: 8/10/06

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Labor Management Relations Agreement Between USDA, FSA, and NASCOE

***--**

Amendment and Extension of
LABOR-MANAGEMENT RELATIONS AGREEMENT
Between
U.S. Department of Agriculture (USDA),
Farm Service Agency (FSA),
And
The National Association of FSA County Office Employees (NASCOE)

APPROVALS

For the Farm Service Agency and USDA:

Teresa C. Lasseter
Administrator, FSA

8/10/06
Date

Steven A. Grumbles
Deputy Administrator of Field Operations

11/8/06
Date

Director,
Office of Human Resources Management,
USDA

11/2/06
Date

--*

FSA-53, Statement of Understanding

This is an example of FSA-53.

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

FSA-53
(07-12-01)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

STUDENT CAREER EXPERIENCE PROGRAM STATEMENT OF UNDERSTANDING

The statements below are to be discussed with each student at the time of appointment to a position under the Student Career Experience Program (SCEP).

1. I have received a copy of the Agreement between my academic institution and the Farm Service Agency (Agency).
2. My questions concerning the terms of the Agreement have been answered to my satisfaction.
3. I understand that my employment as a student may extend the time necessary to complete degree requirements.
4. I agree to provide a copy of my current transcripts to the Agency program coordinator at the beginning of each work period.
5. I understand that I must maintain the academic and work performance standards as outlined in the Agreement, and that failure to do so may result in termination from the Program.
6. I must complete all required work periods before graduating.
7. This Agreement covers an academic program leading to an undergraduate degree and cannot be extended to include a graduate degree.*
8. I agree to the provisions of the Agreement which permit the sharing of appraisal information between the employing Agency and the academic institution. I understand any authorization is necessary because of the Privacy Act of 1974, and that my failure to do so could result in disqualification for participation in the Program.
9. It is my understanding that although the employing Agency will make every effort to place a student in a position after completing the Program, there is no absolute obligation to do so.
10. COMMENTS:

_____ *11. Date*

_____ *12. Signature of Student*

*Applies to Baccalaureate and Nonbaccalaureate student only.

NOTE: This statement of understanding will be filed in the appointee's Official Personnel Folder.

Checklist for Appointments

County Offices shall perform action according to this table.

When to Perform Action	Action
Before appointment	Advertise or give public notice and request that State Office post vacancy according to paragraph 564.
	*****--Obtain resume or application for employment from the candidate referral list.--*****
	Determine: • qualifications • suitability • physical requirements • whether position is approved.
	If position requires the employee to drive extensively, determine whether: • the applicant has a driver's license • the applicant has an automobile or other transportation • there is any reason to believe that the applicant's automobile is unsafe, such as it did not pass State inspection, lights are broken, defective brakes, etc. • the applicant had any traffic violations during the past 5 years for which the applicant pleaded guilty or was convicted • the applicant has any physical condition that could make the applicant an unsafe driver, such as bad eye sight that is not correctable.
During appointment	If employee is covered by retirement: • see 35-PM • issue RI 90-1 for FERS covered employee • advise employee of right to designate beneficiary • and employee is an annuitant, see CSRS and FERS Handbook, Chapter 100, available at **www.opm.gov/asd/htm/hod.htm**.

Checklist for Appointments (Continued)

When to Perform Action	Action
During appointment (Continued)	If employee is covered by life insurance: • advise employee of right to waive • advise employee of right to designate beneficiary •*****--issue SF-2817 and FE 76-21 • see 35-PM.--*****
	If employee is covered by life insurance but coverage was waived under previous employment: • obtain proof of waiver • advise employee of possible right to request insurance coverage.
	If employee is eligible to enroll in health benefits: *** * *** •*****--direct employee to the FEHB web site at **www.opm.gov/insure--*** • issue SF-2809 *** * *** • annotate date by which employee must choose coverage • and employee is being transferred from other Agency or payroll office, complete SF-2810 • send completed SF-2809 or SF-2810 to the State Office.

Checklist for Appointments (Continued)

When to Perform Action	Action
Other action during or immediately after appointment	Obtain the following from the employee: • Social Security number; if employee has none, require employee to send necessary request to SSA **Note:** Appointee cannot be placed on the rolls or be paid until appointee receives a Social Security number. • AD-349 • FSA-67A • FSA-586 • I-9 • SF-181 • SF-256 • SF-1199A • W-4.
	Advise employee of payroll deduction plan for purchase of U.S. Savings Bonds.
	*** * ***
	Send appointment package to the State Office *** * *** .

Checklist for Separations

County Offices shall follow this table for separations.

Type of Separation	Action
Separations other than retirement or death.	If employee was covered by retirement: • explain future benefits if funds are not withdrawn • if separation is involuntary and the employee is eligible to submit application for retirement because of discontinued service on separation, advise the employee of this fact • explain how to obtain refund of retirement deductions.
	If employee was covered by health benefits, explain the right to convert to individual contract.
	If employee was covered by life insurance benefits, explain eligibility to convert to individual policy.
	Counsel employee on unemployment compensation and issue SF-8 to the employee.
	Send separation package to the State Office according to 28-PM.
Disability retirement.	***--**Review 35-PM for standards.**--***
	Submit the following to the State Office: • OPM-1503 • OPM-1504 • OPM-1505 • OPM-1506 • OPM-1507 • SF-2801 • SF-2801-1 • SF-2806 or SF-3100.

Checklist for Separations (Continued)

Type of Separation	Action
Disability retirement. (Continued)	If disability retirement is approved: • set date of separation • issue SF-8 to employee.
	After disability retirement is approved, submit the following to the State Office: • completed SF-50 for retirement • SF-2810 if employee is eligible to continue health benefits as annuitant or if eligible to convert health benefits • SF-2821 if employee is eligible to continue life insurance as annuitant • SF-2823 attached to SF-2821, if needed.
	Issue employee SF-2819 if employee is not eligible to continue life insurance as annuitant but is eligible to convert coverage.
	If disability is because of an on-the-job injury, review 8-PM before submitting final retirement separation. Employee benefit may be greater under compensation than under retirement.

Checklist for Separations (Continued)

Type of Separation	Action
All other retirements.	***--**Review 35-PM for standards.**--***
	Send the following to the State Office: • completed SF-52 for retirement • SF-2821 if employee is eligible to continue life insurance as annuitant • SF-2823 attached to SF-2821, if needed. *** * ***
	Issue employee: • SF-8 • SF-2819 if employee is not eligible to continue life insurance as annuitant but is eligible to convert coverage.
Death.	Review 8-PM.

	If employee is killed or dies from injury sustained in line of duty:
	
	• notify State Office immediately
	• send the following to the State Office:
	
	  • CA-2, if not already submitted
	  • CA-3.

Checklist for Separations (Continued)

Type of Separation	Action
Death. (Continued)	Compute approximate benefits payable to survivors under CSRS or FERS retirement. See 35-PM.
	Review personnel records to determine whether the employee was covered by life insurance and whether SF-2823 is on file.
	Review necessary documents to determine unpaid compensation.
	Counsel family. Help them complete any required forms.

	Send the following to the State Office:
	• FE-6, attach any SF-2823
	• completed SF-52 for death
	• SF-2800, attach various supporting documents as annotated on the form
	• SF-2810, and:
	  • attach copies of SF-2809 if survivors are eligible to continue coverage
	  • annotate action required if survivors in job accident cases choose employee compensation rather than death benefits from CSRS or FERS retirement.

Separations including retirements and deaths	Obtain FEMA 12-11, if 1 was issued, and return to State Office by certified mail.
	--**Obtain LincPass badge from employee (see 22-PM). See 1-SEM.**--
	Complete CCC-392, if applicable. See 1-FI.
	Send final T&A to the State Office for filing in OPF.

Checklist for Transfer From One County to Another

This table lists the actions to take for employees who move from one FSA County Office to another without a break in service or a break in service of less than 4 workdays.

Responsible Office	Action
Separating County Office	Complete CCC-392, if applicable. See 1-FI.
	Send FSA-606 and copy of last T&A to the appointing County Office.
Appointing County Office	Submit SF-52 for appointment. *** * ***
	*** * ***
	Obtain FSA-586 from the employee.
	Obtain a new SF-2823 if the employee previously designated a beneficiary for life insurance.
	For employees covered by health insurance, advise the employee about enrollment in another plan if change in employment moves the employee out of the geographic area covered by the employee's health benefits plan.

Checklist for Transfer From County to Federal

A Transferring From County to Federal

This exhibit lists the actions for employees:

- who move from FSA County Office non-Federal position to a Federal position
- without a break in service or a break in service of less than 4 days.

B Verifying Employment Data

The gaining Agency shall contact the State Office to obtain the employment records to verify:

- the appointment
- the effective date
- employee's fringe benefits that are to be protected.

C Handling Separation Records

Handle separation records according to this table.

Type of Action	Action
Separation from County Office	Prepare SF-52 for termination, appointment in (Federal Agency). See 28-PM.
	If employee is covered by health benefits, prepare SF-2810 for transfer of benefits.
	Complete CCC-392, if applicable. See 1-FI.
	Prepare SF-1150, if employee has leave to transfer to the Federal Agency.
	Prepare SF-2821.
	Issue SF-8 to employee. See 8-PM.
	Obtain FEMA 12-11 from employee, if 1 was issued, and return it to the State Office by certified mail.
	--**Obtain LincPass badge from employee, if a LincPass badge was issued. See 1-SEM.**--

Checklist for Transfer From County to Federal (Continued)

D Transferring Employee Records

Do not send employee records to employing Agency until a written request has been received from the gaining Agency. State Offices shall:

- remove the appropriate documents from OPF and make copies of them
- refile the copies of the documents in OPF
- distribute the original material according to this table.

Type of Action	Action
Transfer of records to employing Agency	If employee was covered by a Federal retirement system, the State Office shall: • send SF-2803 with attachments to gaining Agency • send any GSA-issued transcripts of Federal service to gaining Agency • send transcript of service certifying County Office employment.
	If employee is enrolled in a health plan: • State Office shall send personnel copies of SF-2809 and SF-2810 to gaining Agency • County Office shall advise employee about the possible need to enroll in another plan if change in employment moves employee out of the geographic area covered by the plan.
	If employee is covered by life insurance, State Offices shall: • send SF-2821 to gaining Agency • send SF-2817 to gaining Agency • do **not** send SF-2823. Advise employee that a new SF-2823 **must** be prepared with the gaining office.
	Place employee's OPF in inactive file.

Example of Memorandum of Agreement

This is an example of memorandum of agreement.

TO: Wood County FSA Committee

FROM: Terrie M. Conley, Program Technician

SUBJECT: Temporary Promotion to Program Technician in Charge

I, the undersigned, do hereby accept the temporary promotion to the position of Program Technician in Charge, at grade (fill in grade and step), for a period not to exceed 1 year. I understand that at any time within this period, I will return to my former position of (fill in name of position) at grade (fill in grade and step), plus any WGI that would have occurred during the interim period. In addition, should I return to my former position before the date any WGI is due in the former position, the time elapsing between the anniversary date of my last WGI will be counted as creditable service for the next WGI due in my former position.

SIGNED: _____
/s/ Terrie M. Conley
Program Technician, CO-7
Wood County FSA Office

AFFIRMED: _____
/s/ Donald K. Carter
Chairperson, Wood County
FSA Committee

CONFIRMED: _____
/s/ James D. Duncan
Chairperson, Texas State
FSA Committee

I-9, Employment Eligibility Verification

A I-9 Instructions

Complete I-9 according to the following instructions.

***--**

OMB No. 1615-0047; Expires 06/30/08

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Instructions

Please read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

Filling Out the Form I-9

Section 1, Employee: This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer: For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete **Section 2** by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, **Section 2** must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

Section 3, Updating and Reverification: Employers must complete **Section 3** when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in **Section 1**. Employers **CANNOT** specify which document(s) they will accept from an employee.

A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.

B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.

C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:

1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C);
2. Record the document title, document number and expiration date (if any) in Block C, and
3. Complete the signature block.

Form I-9 (Rev. 06/05/07) N

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I-9, Employment Eligibility Verification (Continued)

*--A I-9 Instructions (Continued)

What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1)** learning about this form, and completing the form, 9 minutes; **2)** assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

EMPLOYERS MUST RETAIN COMPLETED FORM I-9
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS

Form I-9 (Rev. 06/05/07) N Page 2

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I-9, Employment Eligibility Verification (Continued)

B Example I-9

This is an example I-9.

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OMB No. 1615-0047; Expires 06/30/08

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
DOE	JOHN	A	N/A

Address *(Street Name and Number)*	Apt. #	Date of Birth *(month/day/year)*
3329 HOMPLACE AVE		03/18/1970

City	State	Zip Code	Social Security #
ANYTOWN	TX	77700	123-45-6789

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
- [X] A citizen or national of the United States
- [ ] A lawful permanent resident (Alien #) A _____
- [ ] An alien authorized to work until _____ (Alien # or Admission #) _____

Employee's Signature | Date *(month/day/year)*: 07/07/2008

Preparer and/or Translator Certification. *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature | Print Name

Address *(Street Name and Number, City, State, Zip Code)* | Date *(month/day/year)*

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

	List A	OR	List B	AND	List C
Document title:			Drivers License		Social Security Card
Issuing authority:			Texas Dept of Mtr Vhcls		Social Security Admin.
Document #:			2546962		123-45-6789
Expiration Date *(if any)*:			09/03/2011		
Document #:					
Expiration Date *(if any)*:					

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on *(month/day/year)* 07/07/2008 **and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative	Print Name	Title
	JANE A. JOHNSON	PROGRAM TECHNICIAN

Business or Organization Name and Address *(Street Name and Number, City, State, Zip Code)*	Date *(month/day/year)*
USDA WOOD COUNTY FSA OFFICE, 1201 HWY 154E, ANYWHERE, TX 77001	07/07/2008

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name *(if applicable)* | B. Date of Rehire *(month/day/year) (if applicable)*

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative | Date *(month/day/year)*

Form I-9 (Rev. 06/05/07) N

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I-9, Employment Eligibility Verification (Continued)

*--C Lists of Acceptable Documents

The following are lists of acceptable documents for I-9.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		**1.** Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		**1.** U.S. Social Security card issued by the Social Security Administration *(other than a card stating it is not valid for employment)*
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		**2.** Certification of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350)*
3. An unexpired foreign passport with a temporary I-551 stamp		**3.** School ID card with a photograph		**3.** Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		**4.** Voter's registration card		**4.** Native American tribal document
		5. U.S. Military card or draft record		**5.** U.S. Citizen ID Card *(Form I-197)*
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		**6.** Military dependent's ID card		**6.** ID Card for use of Resident Citizen in the United States *(Form I-179)*
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		**7.** Unexpired employment authorization document issued by DHS *(other than those listed under List A)*
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 06/05/07) N Page 2

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*--FSA-1055, CCE Applicant Rating Form

The following is an example of FSA-1055.

This form is available electronically.

FSA-1055
(04-19-06)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

COUNTY COMMITTEE EMPLOYEE (CCE)
APPLICANT RATING FORM

1. ANNOUNCEMENT NO.

2. NAME OF APPLICANT

3. POSITION TITLE	SERIES	GRADE	4. LOCATION OF POSITION	5. EMPLOYMENT SPECIALIST

6. APPLICANT'S KNOWLEDGE, SKILLS AND ABILITIES	7. EVIDENCE OF KNOWLEDGE, SKILLS AND ABILITIES	8. RATING*

9. PROMOTION PANEL MEMBER

A. NAME *(Type or Print)*	B. SIGNATURE	DATE *(MM-DD-YYYY)*

**Scoring Key - 0= No Evidence; 1= Minimally Acceptable; 3= Satisfactory; 5= Superior. (Review applicant's application, KSA's, performance appraisal, related awards, training, and self-development).*

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*--FSA-1054, CCE Competitive Certificate

The following is an example of FSA-1054.

This form is available electronically.

FSA-1054 (04-19-06) **U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency	1. ANNOUNCEMENT NUMBER
COUNTY COMMITTEE EMPLOYEE (CCE) COMPETITIVE CERTIFICATE	2. DATE *(MM-DD-YYYY)*

3. POSITION TITLE	4. SERIES AND GRADE
5. ORGANIZATIONAL UNIT AND LOCATION	

INSTRUCTIONS TO THE SELECTING OFFICIAL

The selecting official will review the certificate and make a selection in accordance with Handbook 27-PM. The candidates listed below, whose application(s) are attached have been identified as "best qualified". The candidates are listed in alphabetical order and do not reflect their scores. Every precaution should be taken to observe and maintain strict confidential nature of the documents. Indicate your selection in the space provided and return the certificate to your Personnel Office. If this certificate is not returned within 30 days from the date of issuance, please send a memo with justification of non-selection.

FSA-1056, CCE Evaluation Matrix for each candidate interviewed must be attached with the signed FSA-1054, CCE Competitive Certificate and will be required at the conclusion of the selection process.

* The symbols to be used for recording actions in column 8 are: S - Selected, D - Declined, NS - Non selected

FOR INFORMATION CALL		**PHONE**	

If one candidate on this certificate is interviewed, then all candidates must be interviewed

6. BEST QUALIFIED CANDIDATES	7. INTERVIEWED (YES-NO)	8. ACTION *S - D - NS

9A. NAME & TITLE OF SELECTING OFFICIAL *(Typed or printed)*	9B. SIGNATURE	9C. DATE OF SELECTION *(MM-DD-YYYY)*

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*--FSA-1054-1, CCE Noncompetitive Certificate

The following is an example of FSA-1054-1.

This form is available electronically.

FSA-1054-1 (04-19-06) **U.S. DEPARTMENT OF AGRICULTURE**
Farm Service Agency

COUNTY COMMITTEE EMPLOYEE (CCE)
NON-COMPETITIVE CERTIFICATE

1. ANNOUNCEMENT NUMBER

2. DATE *(MM-DD-YYYY)*

3. POSITION TITLE

4. SERIES AND GRADE

5. ORGANIZATIONAL UNIT AND LOCATION

INSTRUCTIONS TO THE SELECTING OFFICIAL

The selecting official will review the certificate and make a selection in accordance with Handbook 27-PM. The candidates listed alphabetically below, whose application(s) are attached have been identified as non-competitive referral(s). Every precaution should be taken to observe and maintain strict confidential nature of the documents. Indicate your selection in the space provided and return the certificate to your Personnel Office. If this certificate is not returned within 30 days from the date of issuance, please send a memo with justification of non-selection.

FSA-1056, CCE Evaluation Matrix for each candidate interviewed must be attached with the signed FSA-1054-1, CCE Non-Competitive Certificate and will be required at the conclusion of the selection process.

* The symbols to be used for recording actions in column 8 are: S - Selected, D - Declined, NS - Non selected

FOR INFORMATION CALL		PHONE *(Area code)*	

6. NON-COMPETITIVE REFERRAL CANDIDATES	7. INTERVIEWED *(YES-NO)*	8. ACTION *S - D - NS

9. NAME & TITLE OF SELECTING OFFICIAL *(Typed or printed)*	SIGNATURE	DATE OF SELECTION *(MM-DD-YYY)*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

--*

***--Instructions for the Interview Process**

The following are instructions for the interview process.

The basis for the panel interview process is to provide information on how a candidate will perform in the target position through understanding how the candidate has performed in past positions. Information is obtained by having each candidate describe in detail, past and/or current experiences that they believe demonstrate their ability to perform in the position.

The STC/COC member's responsibility is to obtain information about each candidate relative to their strengths and weaknesses, using a same set of questions and criteria developed for this purpose. To have a successful interview, take the time to plan and target questions according to the information on the applicant's paperwork.

The interview normally lasts 45 minutes and the panel will take notes during the interviews. Each candidate will be evaluated on their responses using the FSA-1056 scale of "High", "Medium", or "Low". The interviews with the application will form the basis on which the decision for a selection will be made.

Appropriate interview questions should be designed to determine if the prospective applicants has the skills required for the position. Normally 5 to 7 questions are sufficient; however, the number is not as important as the content of the question.

Questions may focus on:

- general information on the applicant's background
- behavioral examples related to specific skills.

The following are examples of interview questions that could be asked:

- What do you think you learned most from your schooling, previous job, or both?
- In what way does this position in FSA meet your career goals and objectives?

--*

***--Instructions for the Interview Process (Continued)**

Sensitive Interview Areas

Federal EEO laws and regulations provide guidance to employers to ensure that all applicants are considered fairly without regard to factors unrelated to performance. The following are potentially discriminatory areas:

- race
- disability
- color
- marital status
- age
- national origin
- religion
- sex.

Interview questions may **not** be based on the preceding subjects. For example, the interviewer may not ask about the interviewee's religion or marital status.

A civil rights observer may also be present. The role of the civil rights observer is to ensure that the evaluations and any conversation about the process in not discriminatory in nature. The observer will not take part in the interviews or attempt to influence the panel discussion.

Closing Interviews

After asking the intended questions, take the following steps to close the interview:

- Talk to the applicants about the positive aspects of FSA and the job.
- Save some time for any questions from the applicant.
- To close the interview, explain the FSA selection process to the applicant.

Individual FSA-1056's and final FSA-1054's will become part of the official file maintained in the servicing HRO for 2 years. Retain personal interview notes.

--*

Guidelines for Evaluating COT Candidates

A
Interview Panel

An interview panel shall:

- consist of STC and SED
- evaluate each candidate.

B
Assessing Candidates

Panel shall make judgments based on:

- interview
- application forms
- reference checks that give an indication of a candidate's:
  - background
  - suitability.

Additional factors that may be used are:

- recency of any previous work experience and the relation of this experience to the CED position
- relevance of the college degree to CED work.

Continued on the next page

Guidelines for Evaluating COT Candidates (Continued)

C
Evaluations of Experience

In evaluations, consider the aspects of experience, education, or training that will have special value in CED positions. Outside experience has the same weight as FSA experience.

The candidate must show a record of progressively responsible experience of sufficient scope and breadth to demonstrate ability to perform CED work.

The quality of the candidates experience can be based on the experience listed in this table.

Kind of Experience	Evaluation Criteria
Experience in several agricultural areas	Evaluate at a higher level than experience in single agricultural area.
Experience that shows skill in establishing and maintaining rapport with others	Evaluate this type of experience at a higher level than experience that showed an average capacity for doing this.
Experience in a broad range of commodities	Evaluate this experience at a higher level than experience that showed limited responsibility for applying skills and knowledge to complex and diverse practices.
Experience that shows a high degree of technical knowledge and judgment	Evaluate this type of experience at a higher level than experience requiring an average degree of knowledge and judgement.
Experience in supervisory positions	Obtain reports from present and former supervisors to determine whether a candidate is suitable for the CED Trainee Program.

FSA-227, County Operations Trainee Agreement

A **Acquisition**	Reproduce FSA-227 locally. Include form number and date on reproductions.
B **Preparation**	Prepare an original and 1 copy.
C **Distribution**	File the original in the trainee's personnel file. Give the copy to the trainee.

Continued on the next page

D
Example of FSA-227

This is an example of FSA-227.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-227
(08-13-97)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

COUNTY OPERATIONS TRAINEE AGREEMENT

The County Operations Trainee Program is established to provide fully qualified and trained personnel for appointment to the position of County Executive Director (CED). It is understood that when an applicant signs this agreement, the applicant agrees to abide by all conditions set forth in the agreement and in the entire trainee program.

1 I will accept training assignments wherever located in the continental United States.

2 I understand that I may be separated from the trainee program at any time if the State FSA Committee finds that my progress is not satisfactory.

3 I understand that if I decline more than one interview or job offer for a CED position that I may be separated.

4 I understand that I will serve a one-year managerial probationary period effective upon my placement in a CED position. I further understand that I may be separated at any time during this one-year managerial probationary period.

5 The trainee program has been explained to me and I understand the conditions of appointment.

SIGNATURE OF APPOINTEE	DATE	DATE OF ENTRANCE ON DUTY AS A TRAINEE
STATE EXECUTIVE DIRECTOR		DATE

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

Template for County Office Vacancy Announcement

This is a template for a County Office vacancy announcement.

***--**

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
County Office Committee Service

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: (State abbreviation, last 2 digits of the calendar year and 4-digit sequential number, i.e., TX010023)

OPENING DATE: (Month, day, year)

CLOSING DATE: (Month, day, year; state if applications must be received by or postmarked by)

POSITION: (Title, pay plan, series, i.e., Program Technician, CO-1101)

SALARY: (Lowest and highest salary possible)

GRADE: (Lowest and highest grade levels of the position)

LOCATION: (City and county of the County Office that will be the duty station)

AREA OF CONSIDERATION: Choose **one** of the following:

FSA-wide: Statewide or nationwide
USDA-wide: Statewide or nationwide
Governmentwide: Statewide or nationwide
All sources

Note: All sources announcements are open to any interested candidates anywhere, and are not restricted to just applicants within the State.

States may indicate who qualifies for vacancies in the general qualifications statement (i.e., for CED vacancies: current FSA supervisory or managerial employees or COT's who have completed the COT program).

DESCRIPTION OF DUTIES: < >

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Continued on the next page

Template for County Office Vacancy Announcement (Continued)

***--**

GENERAL QUALIFICATIONS:

All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates.

(Must list at least the minimum requirement for the lowest grade level of this position.)

KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

You should include specific tasks performed, the dates you performed them, and where you were working at the time. Supplemental KSA statements may not be more than 2 single-spaced pages per KSA. Eligible candidates will be screened on the following knowledge, skills, and abilities:

1.
2.
3.
4.
5.

Note: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statements will **not** be considered.

BASIS OF RATING:

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, Knowledge**-**s, Skills, and Abilities (KSA's).

PAY, BENEFITS, AND WORK SCHEDULE:

(Examples: This is a permanent full-time non-Federal appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered by a Federal retirement system. **-- Or --** This a temporary part-time (32 hours per week) non-Federal appointment, not to exceed 120 days. Selectee will be eligible for annual (vacation) and sick leave.)

RELOCATION EXPENSES:

(State whether or not relocation expenses will be paid.)

--*

Continued on the next page

Template for County Office Vacancy Announcement (Continued)

***--**

CONDITIONS OF EMPLOYMENT:

A background security investigation will be required for all new permanent hires. Appointment will be subject to the applicant=s successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION:

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form.

This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** information to the address below:

- Application. You may submit an FSA-675 (Application for FSA County Employment), resume, or any other written format. You must include your SSN, your country of citizenship, education, and work experience.

- Supplemental KSA statements responding to evaluation criteria.

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

< > List address.

--*

Continued on the next page

Template for County Office Vacancy Announcement (Continued)

***--**

(If FAX applications are going to be accepted, state that and list a FAX number.)

If you have any question regarding this announcement or you need to request an application form (FSA-675), contact < > (contact name and telephone number; if applicable, also list e-mail address).

FSA-675 forms may be obtained from any FSA County Office.

The use of U.S. Government envelopes is prohibited. Applications received in such envelopes **will not** be considered.

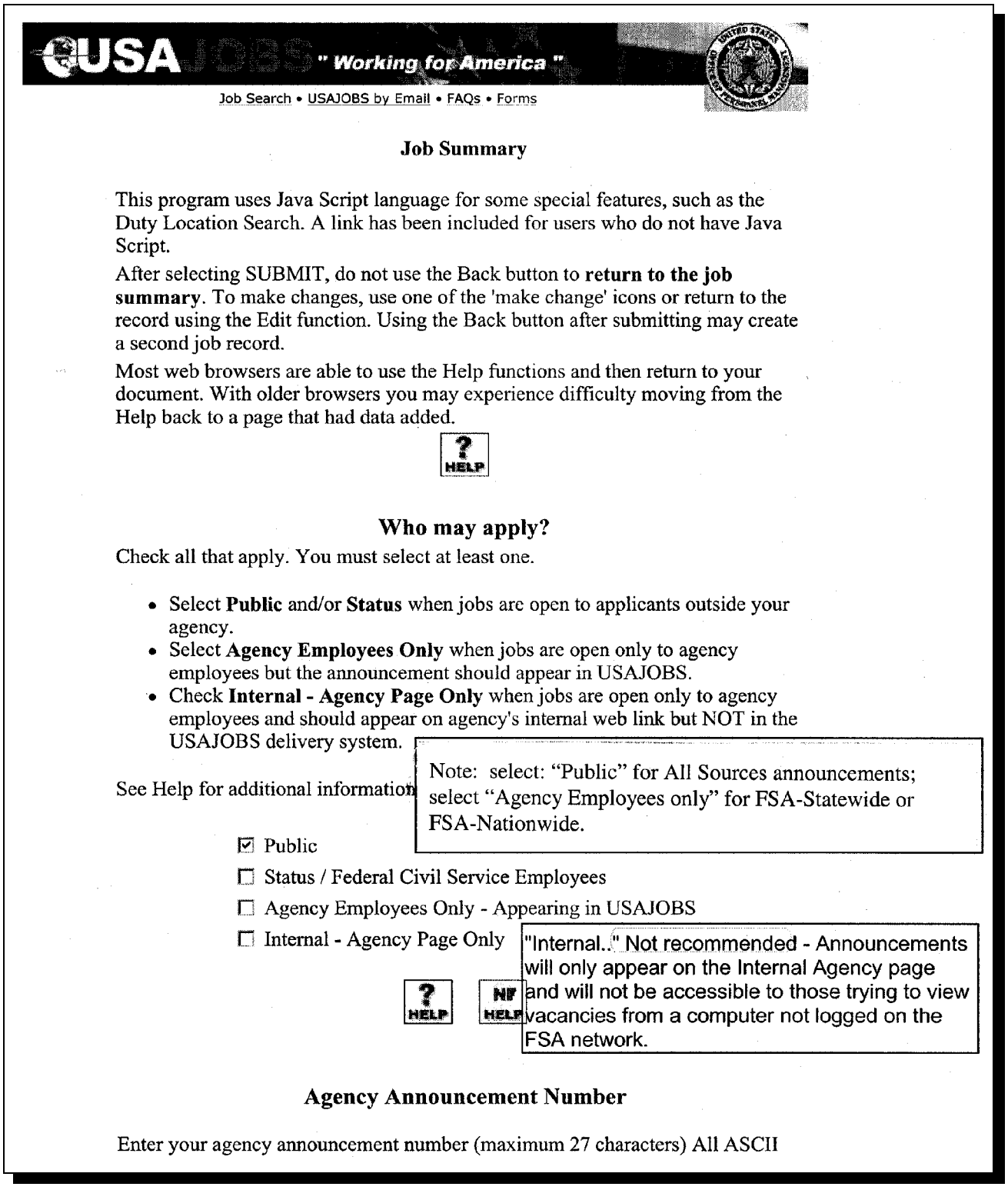
EQUAL EMPLOYMENT OPPORTUNITY:

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or nonmembership in any employee organization.

--*

***--Entering Vacancy Announcement Information Into USDAJOBS**



--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**

characters (alpha, numeric, and other symbols on the keyboard) are acceptable.

VA0200017

Job Title

Enter the position title, organizational title, or occupational title. Space is limited to 60 characters. Do not begin titles with words such as general, interdisciplinary, professional, or supervisory.

PROGRAM TECHNICIAN (CO)

HELP

Very important: Type " (CO) " after job title. This is a keyword used in defining the search criteria used in performing a job search for county office vacancies.

Pay Plan

Type the appropriate code in the box. For SES executive development opportunities, use CD or EM. If your pay plan is not included, use GG (equivalent to GS grade). *For volunteer service, use pay plan ZZ.*

CO

NF HELP

Occupational Code

Type the 4-digit Series in the box. For interdisciplinary jobs, create separate records for each occupational series covered. Click on 'Occupational Code' for a list of occupational titles and codes.

1101

NF HELP

Include in Information Technology Search?

- Choose Yes when the job should be included in the IT search.
- Select No when the job does not require special IT skills.
- IT duties include designing, managing, programming and/or establishing requirements for an IT system. Entry level positions must be part of a career ladder with increasing need for high IT skills.

○ Yes ◉ No

HELP

Always select "no" this does not apply.

Pay Grades

Enter the starting (required) and ending grades for which you will accept applications. For SES and pay-band jobs: enter the lowest and highest rate(s) you will offer. Promotion potential may be left blank.

LOW HIGH

--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**

Grades for which applications will be accepted: 03 07

Promotion Potential: 07

NF HELP

Salary Information

Pay Schedule -- Select one (required).

◉ ANNUAL ○ BI-WEEKLY ○ HOURLY ○ MONTHLY ○ WEEKLY ○ Unpaid

Salary

Starting salary is required. When several cost of living areas are covered, show lowest and highest salary to be offered and provide location details in the announcement.

Starting: $ 19667 to $ 39779

Open Period

Required format for date: MM/DD/YYYY

Enter the opening and closing dates for your job announcement. Announcements will appear automatically on the opening day and be removed at midnight Eastern Time on closing day. Minimum open period for competitive announcements is five working days.

09/12/2002 To 10/12/2002 Vacancy announcements must be open for a minimum of 14 days.

? HELP

Duty Locations

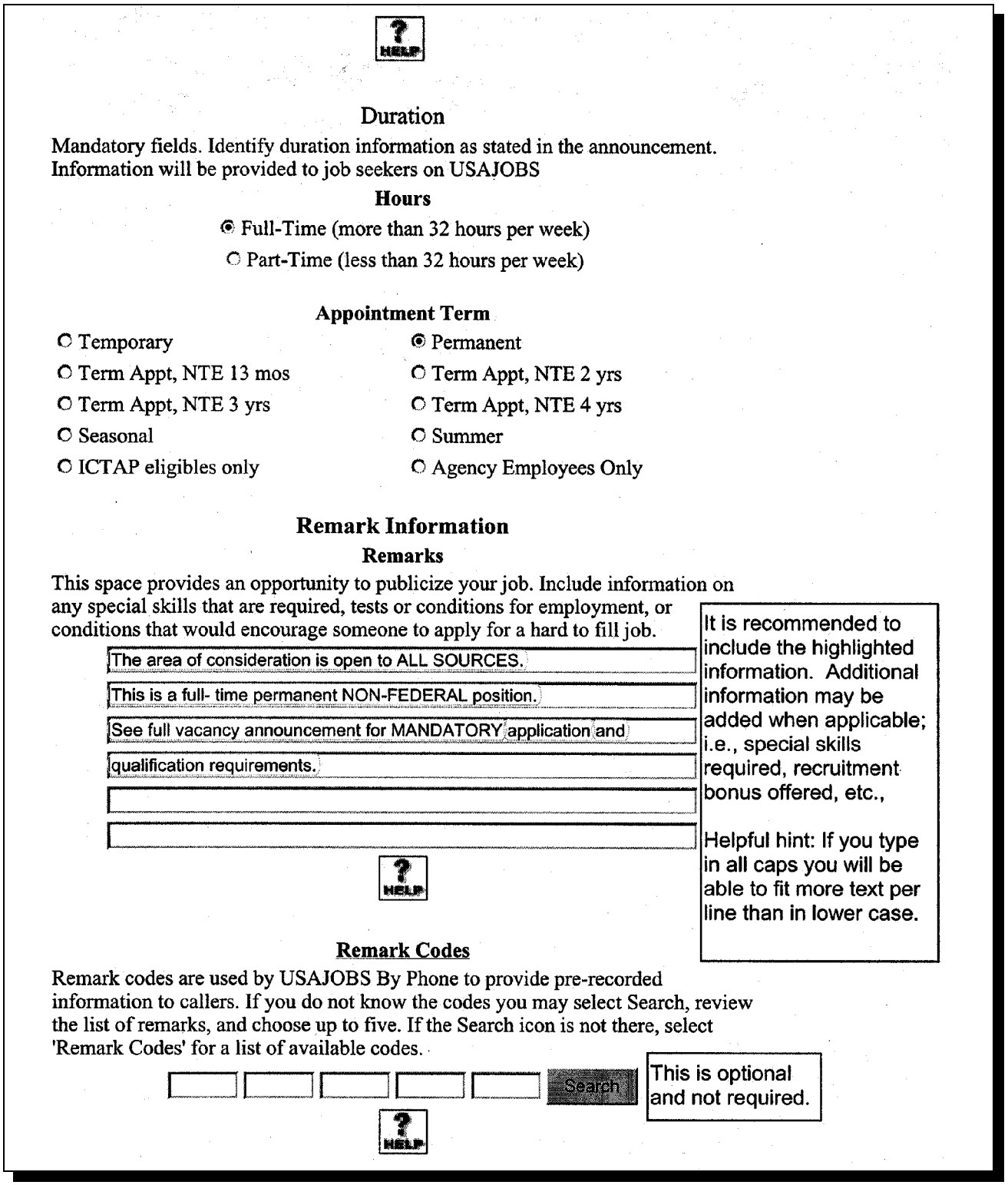
The Code is used by the phone system to voice the duty location and by all delivery system components to identify the state for searches. When a Search icon is shown it can help you to identify the location and set the Duty Location Code. The location/city added by the Search may be modified. If the Search icon is not shown on your screen, select 'Duty Location Code' for a complete list.

# Vacancies		Duty Location/City	State	Duty Location Code (4 Digits)
Click on search for list of states/towns/cities, etc.				
0001	Search	Northern Virginia	VA	0101
	Search			
	Search			

Helpful hint: If the specific duty location is not listed; choose the geographic location closest to the actual duty station and then type over the one in the box.

--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**



HELP

Duration

Mandatory fields. Identify duration information as stated in the announcement. Information will be provided to job seekers on USAJOBS

Hours

◉ Full-Time (more than 32 hours per week)

○ Part-Time (less than 32 hours per week)

Appointment Term

○ Temporary	◉ Permanent
○ Term Appt, NTE 13 mos	○ Term Appt, NTE 2 yrs
○ Term Appt, NTE 3 yrs	○ Term Appt, NTE 4 yrs
○ Seasonal	○ Summer
○ ICTAP eligibles only	○ Agency Employees Only

Remark Information

Remarks

This space provides an opportunity to publicize your job. Include information on any special skills that are required, tests or conditions for employment, or conditions that would encourage someone to apply for a hard to fill job.

The area of consideration is open to ALL SOURCES.
This is a full- time permanent NON-FEDERAL position.
See full vacancy announcement for MANDATORY application and
qualification requirements.

HELP

It is recommended to include the highlighted information. Additional information may be added when applicable; i.e., special skills required, recruitment bonus offered, etc.,

Helpful hint: If you type in all caps you will be able to fit more text per line than in lower case.

Remark Codes

Remark codes are used by USAJOBS By Phone to provide pre-recorded information to callers. If you do not know the codes you may select Search, review the list of remarks, and choose up to five. If the Search icon is not there, select 'Remark Codes' for a list of available codes.

Search

This is optional and not required.

HELP

--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**

Student Employment Opportunities

Select **summer** for summer positions that may start in mid-May and end by September 30. **Temporary** positions may be year round and include seasonal. Mark **Co-Op** for paid work-study partnerships. Select **Volunteer** for unpaid work experiences. Choose **Federal Intern** for developmental assignments offered to individuals who have completed their formal education. See help for additional information.

always select "none"

◉ None ○ Summer ○ Temporary ○ Co-Op
○ Volunteer ○ Federal Intern

HELP

Part Time Employment

Could position be filled as part-time or job share?

- Check the part-time option if the vacancy you are announcing is for part-time employment or you would consider hiring an applicant as part-time or using job sharing.
- Part-time employment is considered 32 hours or less.

○ YES ◉ NO Select what is applicable.

Hyper-Link to Agency Web Site

This field allows you to add a URL link to a required form, your agency web site, or to a special application. The URL must provide the complete site identification information; this information will be embedded in the web page. The Description provides identification for the user.

URL Link

URL Description

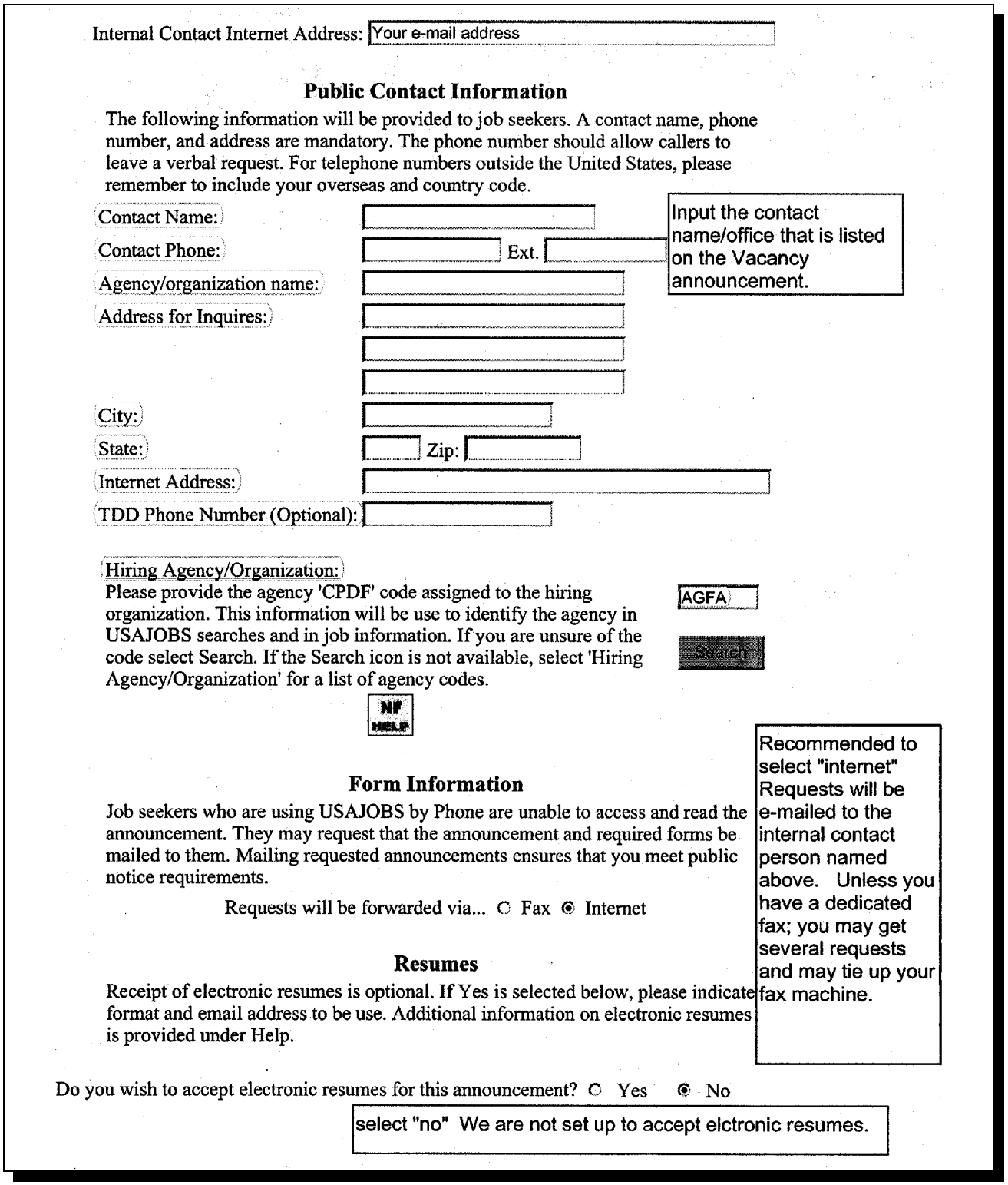
Internal Contact Information

The following information will be used for internal purposes only by OPM -- to contact you if there are questions regarding the announcement or we are unable to send faxes or emails. The phone number must lead to a 'live' contact. Requests for announcements will be forwarded to the fax number or Internet mail address provided based on the preference shown under Form Information.

Name:	Your Name	
Phone Number:	Your phone	
Fax Number (mandatory):	Your fax	

--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**



Internal Contact Internet Address: Your e-mail address

Public Contact Information

The following information will be provided to job seekers. A contact name, phone number, and address are mandatory. The phone number should allow callers to leave a verbal request. For telephone numbers outside the United States, please remember to include your overseas and country code.

Contact Name:
Contact Phone: Ext.
Agency/organization name:
Address for Inquires:
City:
State: Zip:
Internet Address:
TDD Phone Number (Optional):

Input the contact name/office that is listed on the Vacancy announcement.

Hiring Agency/Organization:
Please provide the agency 'CPDF' code assigned to the hiring organization. This information will be use to identify the agency in USAJOBS searches and in job information. If you are unsure of the code select Search. If the Search icon is not available, select 'Hiring Agency/Organization' for a list of agency codes.

AGFA
Search
NF HELP

Form Information

Job seekers who are using USAJOBS by Phone are unable to access and read the announcement. They may request that the announcement and required forms be mailed to them. Mailing requested announcements ensures that you meet public notice requirements.

Requests will be forwarded via... ○ Fax ◉ Internet

Recommended to select "internet" Requests will be e-mailed to the internal contact person named above. Unless you have a dedicated fax; you may get several requests and may tie up your fax machine.

Resumes

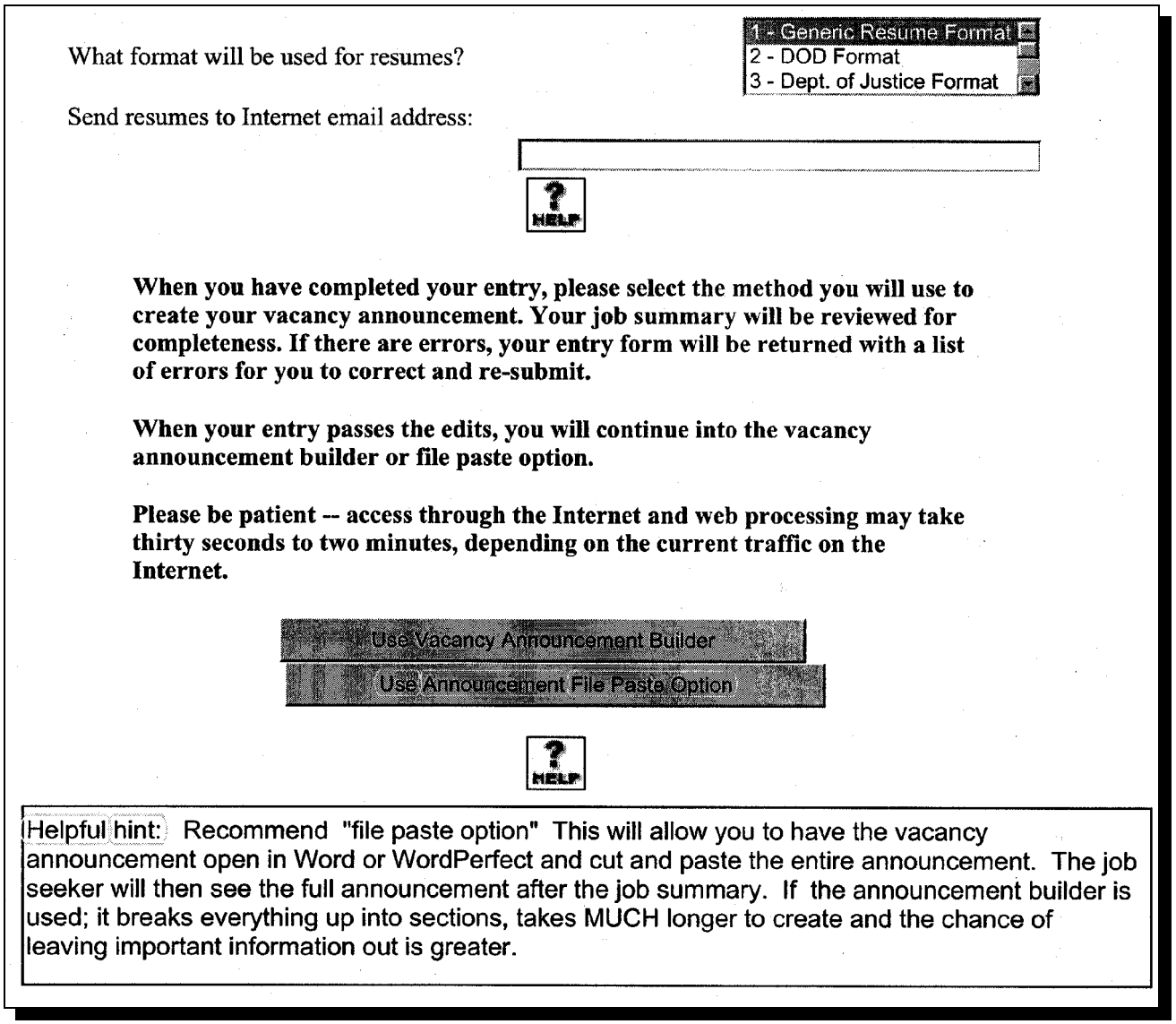
Receipt of electronic resumes is optional. If Yes is selected below, please indicate format and email address to be use. Additional information on electronic resumes is provided under Help.

Do you wish to accept electronic resumes for this announcement? ○ Yes ◉ No

select "no" We are not set up to accept elctronic resumes.

--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**



--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**

Announcement File Paste Option

This option will allow you to retrieve an announcement from your word processing program and paste it into the block provided. No checks are done to be sure that your announcement is complete or accurate.

The following elements will be added to the announcement by the job entry program:

- Name of hiring agency;
- Announcement Number;
- Position title, series, pay plan, and grade (or pay rate);
- Duty location; and
- Opening date and application deadline (closing date)

Please be sure that your announcement includes all of the following required elements:

- Any information dealing with how application receipt will be controlled, such as the use of early cut-off dates, received or postmarked date, etc.;
- Who may apply;
- Qualification requirements, including knowledge, skills, and abilities;
- Entrance pay;
- Brief description of duties;
- Basis of rating;
- What to file;
- Instructions on how to apply;
- Information on how to claim veterans preference, if applicable;
- Definition of well-qualified;
- Reasonable accommodation statement
- Information on how CTAP and/or ICTAP candidates may apply, including required proof of eligibility; and
- Equal employment opportunity statement

Use cut and paste to copy your full announcement from a word processing program.

--*

***--Entering Vacancy Announcement Information Into USDAJOBS (Continued)**

"Paste" full vacancy announcement in the space provided below.

```
<CURRENT VACANCY ANNOUNCEMENT TEMPLATE>

                  UNITED STATES DEPARTMENT OF AGRICULTURE
                          Farm Service Agency
                    County Office Committee Service

                          VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: (state abbreviation, last two digits of the
calendar year and 4 digit sequential number, i.e. TX010023)

OPENING DATE:    (month, day, year)

CLOSING DATE:      (month, day, year,  (state if applications must
be received by or postmarked by)
POSITION:  (title, pay plan, series, i.e. Program Technician  CO-
1101)

SALARY:  (lowest and highest salary possible)

GRADE:   (lowest and highest grade levels of the position)

LOCATION:  (city and county of the county office that will be the
duty station)
```

Please hold announcement for copying during the next 90 days. ☐

HELP

When you have completed your announcement, please select SUBMIT button. There will be NO edits performed on the text of your announcement; please be sure you have met competitive requirements.

Please be patient – your job will be submitted over the internet. Access through the Internet and web processsing may take some time.

Edit Summary Submit

After processing, a record of job entry (with control number) will appear. We recommend that you print this job record for your files. You will also be able to print and/or save a copy of your announcement.

--*

***--Recording Job Entries**

RECORD OF JOB ENTRY

Below you will find a record of the data saved to the Federal Jobs Database for the Control Number shown. Please check the record for accuracy. If you wish to make any changes to the record, please use the edit feature in this program. Use the "Print" button on your browser to print a copy of this record for case file documentation.

Once upload is complete the record of job entry should be reviewed for errors, printed and stored in the case file. The control number allows you to edit, delete, or update the vacancy announcement if needed.

CONTROL NUMBER: IH1199
JOB TYPE: Federal
STUDENT EMPLOYMENT: No
PART-TIME EMPLOYMENT: No
WHO MAY APPLY?: Internal - Systemwide
AGENCY ANNOUNCEMENT NUMBER: NY020008
OCCUPATIONAL SERIES: 1101
IT Job: N
JOB TITLE: PROGRAM TECHNICIAN (CO)
PAY PLAN: GG
PAY TYPE: A
MINIMUM STARTING SALARY: $19667
MAXIMUM SALARY: $39779
BEGINNING GRADE: 03
ENDING GRADE: 07
PROMOTION POTENTIAL: 07
OPENING DATE: 09/13/2002
CLOSING DATE: 09/27/2002
LOCATION 1 - NUMBER OF VACANCIES: 0001
LOCATION 1 - CITY OR LOCATION NAME: WATERTOWN/LOWVILLE
LOCATION 1 - STATE: NY
LOCATION 1 - DUTY LOCATION CODE: 0515
LOCATION 2 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 2 - CITY OR LOCATION NAME (OPTIONAL):
LOCATION 2 - STATE (OPTIONAL):
LOCATION 2 - DUTY LOCATION CODE (OPTIONAL):
LOCATION 3 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 3 - CITY OR LOCATION NAME (OPTIONAL):
LOCATION 3 - STATE (OPTIONAL):
LOCATION 3 - DUTY LOCATION CODE (OPTIONAL):
DURATION
HOURS: Full-Time
APPOINTMENT - Permanent
CONTACT NAME: JEFFERSON COUNTY FSA OFFIC
CONTACT PHONE NUMBER: 315-782-7289
CONTACT ADDRESS 1: USDA FARM SERVICE AGENCY
CONTACT ADDRESS 2: JEFFERSON COUNTY OFFICE
CONTACT ADDRESS 3: PO BOX 838
CONTACT ADDRESS 4: 21168 NYS RT. 232
CONTACT CITY: WATERTOWN
CONTACT STATE: NY
CONTACT ZIP: 13601
INTERNET ADDRESS:

--*

***--Recording Job Entries (Continued)**

TDD Phone number:
URL Link
URL Desc
HIRING AGENCY/ORGANIZATION CODE: AGFA
INTERNAL CONTACT NAME: BOBBIE FARLEY
INTERNAL PHONE NUMBER: 2024188997
INTERNAL FAX NUMBER: 2024189128
INTERNAL INTERNET ADDRESS: CO_VACANCY_REQUEST@WDC.USDA.GOV
RECEIVE FORMS REQUEST (F/I): I
ACCEPTING ELECTRONIC RESUMES FOR ANNOUNCEMENT? N
- **FORMAT FOR RESUMES (WHEN ACCEPTED) 001**
- **E-MAIL ADDRESS FOR TRANSMITTING RESUMES (WHEN ACCEPTED)**

REMARKS LINE 1: The area of consideration is open to FSA-STATEWIDE ONLY.
REMARKS LINE 2: This is a full- time permanent NON-FEDERAL position.
REMARKS LINE 3: See full vacancy announcement for MANDATORY application and
REMARKS LINE 4: qualification requirements.
REMARKS LINE 5: The OPM pay indicator of GG stands for GS equivalent pay, the actual
REMARKS LINE 6: pay plan is CO.
REMARK CODE 1:
REMARK CODE 2:
REMARK CODE 3:
REMARK CODE 4:
REMARK CODE 5:

END OF RECORD

A text file vacancy announcement of the information you have entered will be prepared for delivery by the USAJOBS information systems. Click on view vacancy announcement if would like to view, print and/or save the vacancy announcement file.

To Print the Announcement: Use the print feature on your browser. To disable the headers and footers that may appear on the document, please click on File on your tool bar, then Page Setup. Deselect the items shown under "Header" and "Footer."

To Save the Announcement: To save an ASCII text copy of your vacancy announcement, select "File" then "Save As..." from the toolbar on your web browser. Name your file as you would like, followed by the extension .txt; for example, ann1234.txt. This will save the text to your local system. After saving the file, you will be able to import it to your own word processing software for additional editing or move the file to another system.

--*

Intermittent Service Conversion Chart

A
Service Before March 1, 1986

Use this chart for service performed before March 1, 1986. Days worked are expressed in terms of credit time by the corresponding months and days.

260-Day (2,080 Hour) Work Year												
Days	Month											
	Under 1	1 and Up	2 and Up	3 and Up	4 and Up	5 and Up	6 and Up	7 and Up	8 and Up	9 and Up	10 and Up	11 and Up
0			43	65		108	130		173	195		238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	242
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18			83		126	148		191	213		256
26		40	62		105	127		170	192		235	257
27	19	41	63	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		64	86		129	151		194	216		259

Continued on the next page

Intermittent Service Conversion Chart (Continued)

B
Service After February 28, 1986

Use this chart for service performed after February 28, 1986. Hours worked are expressed in terms of credit time by the corresponding months and days.

2,087-Hour Work Year												
	Month											
Days	Under 1	1 and Up	2 and Up	3 and up	4 and Up	5 and Up	6 and Up	7 and Up	8 and Up	9 and Up	10 and Up	11 and Up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	145	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

A
Example of FSA-67A, Page 1

This is an example of FSA-67A, page 1.

FSA-67A
(05-11-98)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

STATEMENT OF PRIOR FEDERAL/COUNTY SERVICE
(Please read the following information before completing this form)

PRIVACY ACT STATEMENT

Section 6303 of 5 U.S.C., "Annual Leave Accrual" authorizes collection of information to determine and record service that may be creditable for accrual of annual leave. Part 351.503, 5 C.F.R., "Length of Service," authorizes collection of data to determine and record service that may be creditable for reduction-in-force retention purposes

Information about prior Federal/County civilian and military service is collected and maintained in your Official Personnel Folder (OPF). The information you furnish may be disclosed to other Federal/County agencies or Congressional or Judicial Offices in order to verify it or in connection with your application for a job, license, grant, or other benefit. It may also be disclosed to a national, state, or local law enforcement agency where there is indication of a violation or potential violation of civil or criminal law or regulation, or to another Federal agency or court when the Government is party to a suit.

Furnishing this information is voluntary; however, failure to do so may result in your not receiving credit for prior service.

I. WHAT IS NEEDED TO VERIFY PRIOR SERVICE.

In order for your employing agency to credit your prior service for benefits, such as leave accrual, the dates of your active uniformed service and the type(s) of appointment(s) and dates of civilian service must be verified. Dates of active uniformed service are verified from the records issued by the branch of service in which you served. Dates and types of appointments to civilian positions are usually verified from Notifications of Personnel Action or (CSC- or OPM-approved exceptions thereto), and payroll records (including records of deductions made under the Civil Service Retirement System-Standard Form 2806). The information on the application you submitted for the appointment you are receiving, along with the information on page 2 of this form, will be used by your agency to identify the Federal/County employers and periods of employment for which records must be obtained to verify the prior service.

When Notification of Personnel Action or payroll records cannot be located to verify a period of service, and the service was covered by Social Security, a detailed statement of earnings information (showing periods of employment and the name of the employer) from the Social Security Administration will be accepted as proof of service.

If no personnel, payroll, or social security records can be located, then your agency can accept secondary evidence of civilian employment, as explained below. When the secondary evidence you submit includes your affidavit regarding one or more periods of service, that affidavit should be made on page 2 of this form.

II. USE OF SECONDARY EVIDENCE TO VERIFY FEDERAL SERVICE.

Secondary evidence may be considered as proof of Federal civilian service ONLY when official Government records are lost, destroyed, or incomplete.

Necessarily, the BURDEN OF PROOF IS ON THE PERSON CLAIMING SERVICE that is not supported by official records in the custody of the U.S. Government. If you decide to claim credit for a period of service by submitting secondary evidence, it is important that you SUBMIT ALL DOCUMENTS IN YOUR POSSESSION that tend to prove you performed the service claimed, and that the service, if performed, was creditable for leave accrual and reduction-in-force purposes. NO CREDIT can be allowed for any service that is NOT SUBSTANTIATED by valid and conclusive secondary evidence. The following is applicable only if you are providing secondary evidence.

DOCUMENTARY EVIDENCE: Submit as many as possible of the documents listed in item A below. If your agency finds that these documents are insufficient to determine creditability, the documents listed in items B and C may be considered, but less weight will be given to such evidence.

A. Copies of official documents or letters about the service. These may be notices of appointment/separation; notices of changes in position/salary, organization, or headquarters; travel orders; payroll cards; ID's, etc.

B. Private records such as a diary, correspondence, copies of income tax returns, employment applications, credit applications, etc., that mention the Federal employer and the claimed service. Private records must have been made during or shortly after the period of service.

C. Any other documentary evidence tending to prove the service was actually performed and the starting and ending dates of the service.

Continued on the next page

B
Example of FSA-67A, Page 2

This is an example of FSA-67A, page 2.

FSA-67A (REVERSE) (05-11-98)

STATEMENT OF PRIOR FEDERAL/COUNTY SERVICE
(To Be Completed By Employee)

1. Name (Last, First, Middle Initial)	2. Birth date (Month, Day, Year)
Job, Iwanna	09-20-65

3. Does the application that you submitted, for the position to which you are being appointed, list all of your Federal government civilian and uniformed service, including beginning and ending dates, as well as the type of appointment and work schedule for civilian service?		
		YES *(If "YES," mark this block and then skip to Item 7.)*
	✓	**NO** *(If "NO," mark this block and complete items 4-7.)*

4. List below your prior civilian service (include service with the D.C. Government on appointments made before January 1, 1980).

Name and Location of Agency	FROM			TO			Type of Appointment and Work Schedule (Full-Time, Part-Time or Intermittent)
	Year	Month	Day	Year	Month	Day	
USDA-ASCS Wood County	1990	06	04	1990	09	29	Intermittent - Temp.
USDA - NRCS	1991	02	09	1991	10	05	Intermittent - Temp.
USDA - FSA Rains County	1994	09	26	1999	08	09	Full-time - Perm.
USDA - FSA Wood County	1999	08	12	2000	05	04	Full-time - Perm.
USDA - FSA Smith County	2000	07	09	2001	07	06	Part-time - Temp

5. During periods of employment shown in item 4, did you have a total of more than 6 months absence without pay during any one calendar year?		
	✓	**YES** *(If "YES," list the following*
		NO *(If "NO," go to item 6).*

Type if Known (L.W.O.P., Furlough, Suspension, A.W.O.L., or Placement in Nonpay status From Seasonal or On-Call Employment)	FROM			TO			TOTAL		
	Year	Month	Day	Year	Month	Day	Years	Months	Days
LWOP	1996	01	09	1996	07	12		6	3
LWOP	1997	04	15	1997	07	30		3	15
Furlough	1997	09	01	1997	12	31		3	30

6. List all uniformed service below. (List active service in any branch of the Armed Forces of the United States, including active duty as a reservist, and active service in the commissioned corps of the Public Health Service or of the National Oceanic and Atmospheric Administration. Also list Merchant Marine service if it interrupted Federal civilian service.)

Branch	FROM			TO			Discharge (Honorable or Dishonorable)
	Year	Month	Day	Year	Month	Day	
U.S. Army - Active Duty	1983	01	05	1985	01	05	Honorable

7. SIGNATURE	DATE (Month, Day, Year)
/s/ Iwanna Job	8-01-01

FSA-67, Service Computation Date and Retirement Coverage Worksheet

A
Completing Part A

Complete Part A for all employees except those with intermittent work schedules. Use these tables to complete Part A. See subparagraph G for completed FSA-67.

Item	County Office Instructions
1	Enter employee's name.
2	Enter effective date of employee's current appointment in year, month, and day format (YYMMDD).
3	List names of all previous employers for which creditable full-time and part-time civilian service and active military duty has been performed. See paragraphs 591 and 592 for determination of creditable service.
4	Enter effective date of each appointment in year, month, and day format (YYMMDD).
5	Enter separation date of each appointment in year, month, and day format (YYMMDD). **Note:** Add 1 day to each separation date unless the break in service is: • 3 days, then add 3 days • 2 days, then add 2 days.
6	Enter date from item 2.
7	Add all appointment dates in items 4 and 6, and enter result.
8	Add all separation dates in item 5, and enter result.
9	Enter total from item 8.
10	Subtract item 9 from item 7, and enter result. When necessary, adjust date to reflect a realistic calendar date. See subparagraph 628 D.
11	Enter total intermittent service from item 47.
12	Enter excess LWOP from item 54.
13	Subtract item 11 from item 10, and add item 12 to the result. Enter the result. When necessary, adjust date to reflect a realistic calendar date. See subparagraph 628 D.

Continued on the next page

A
Completing
Part A
(Continued)

Item	County Office Instructions (Continued)
14	Enter comments when necessary.
15 and 16	State Offices shall complete these items.

Item	State Office Instructions
15	The State Administrative Officer, or designee, shall date and initial each line on which an entry has been changed, added, or deleted. Leave blank when no modification has been made.
16	Enter comments when necessary.

B
Completing
Part B

Complete Part B for all employees covered by CSRS, CSRS Offset, or FERS.

When creditable service for Part B is the same as Part A and SCD is the same, completed this part as follows:

- enter the notation, “Same as Part A”, in item 17
- enter SCD in item 27
- leave the other items blank.

This part must be completed in full when creditable service is not the same as Part A.

Continued on the next page

B
Completing Part B (Continued)

Use these tables to complete Part B when creditable service for Part B is not the same as Part A.

Item	County Office Instructions
17	List names of all previous employers for which creditable full-time and part-time civilian service and active military duty has been performed. See paragraphs 577 and 578 for determination of creditable service.
18	Enter effective date of each appointment in year, month, and day format (YYMMDD).
19	Enter separation date of each appointment in year, month, and day format (YYMMDD). **Note:** Add 1 day to each separation date unless the break in service is: • 3 days, then add 3 days • 2 days, then add 2 days.
20	Enter date from item 2.
21	Add all appointment dates in items 18 and 20, and enter result.
22	Add all separation dates in item 19, and enter result.
23	Enter total from item 22.
24	Subtract item 23 from item 21, and enter result. When necessary, adjust date to reflect a realistic calendar date. See subparagraph 628 D.
25	Enter eligible intermittent service from item 47 for which a service deposit has been made.
26	Enter excess LWOP from item 54.
27	Subtract item 25 from item 24, and add item 26 to the result. Enter the result. When necessary, adjust date to reflect a realistic calendar date. See subparagraph 628 D.
28	Enter comments when necessary.
29 and 30	State Offices shall complete these items.

Continued on the next page

B
Completing
Part B
(Continued)

Item	State Office Instructions
29	The State Administrative Officer, or designee, shall date and initial each line on which an entry has been changed, added, or deleted. Leave blank when no modification has been made.
30	Enter comments when necessary.

C
Completing
Part C

Complete Part C for all employees covered by FERS.

Use these tables to complete Part C.

Item	County Office Instructions
31	Enter date from item 13. See paragraph 614.
32	When employee has active duty military time credited in SCD for leave, determine the amount of military service by subtracting the separation date from the appointment date. Enter the result.
33	Add items 32 and 31, and enter the result. When necessary, adjust date to reflect a realistic calendar date. See subparagraph 628 D. **Note:** Enter 1/1/84 when computed result is a date before 1/1/84.
34	Enter comments when necessary.
35 and 36	State Offices shall complete these items.

Continued on the next page

C
Completing
Part C
(Continued)

Item	State Office Instructions
35	The State Administrative Officer, or designee, shall date and initial each line on which an entry has been changed, added, or deleted. Leave blank when no modification has been made.
36	Enter comments when necessary.

D
Completing
Part D

Complete Part D for all employees.

Use these tables to complete Part D.

Item	County Office Instructions
37	Determine employee's retirement coverage. See 22-PM and 28-PM for guidance. Check the appropriate block.
38	Enter comments when necessary.
39 and 40	State Offices shall complete these items.

Continued on the next page

D
Completing
Part D
(Continued)

Item	State Office Instructions
39	The State Administrative Officer, or designee, shall date and initial when retirement coverage has been changed. Leave blank when no modification has been made.
40	Enter comments when necessary.

E
Completing
Part E

Complete Part E for employees who have intermittent or LWOP service.

Use these tables to complete Part E.

Item	County Office Instructions
41	List the names of the employers where the creditable intermittent service was performed. See paragraph 577.
42	Enter in year, month, and day format (YYMMDD): • effective date of each appointment under the "From" column • separation date of each appointment under the "To" column.
43	Enter the number of intermittent days or hours worked for each appointment. See subparagraph 627 C for instructions on crediting intermittent service.
44	Enter the converted calendar time in year, month, and day format (YYMMDD). See subparagraph 627 D for instructions on how to convert intermittent time to calendar time.

Continued on the next page

E
Completing
Part E
(Continued)

Item	County Office Instructions (Continued)
45	Determine the actual calendar time by subtracting the effective date from the separation date for each appointment shown in item 42, and enter the result. **Note:** Add 1 day to the separation date unless the break in service is: • 3 days, then add 3 days • 2 days, then add 2 days.
46	Enter the time from item 44 or item 45, whichever is the lesser for each period of service listed. **Note:** The amount of service credited cannot exceed the actual calendar time for the period involved.
47	Enter the total of all entries in item 46. **Note:** The total amount of time entered in item 46 is the amount of intermittent service used in computing SCD's.
48	State Offices shall complete this item.

Item	State Office Instructions
48	The State Administrative Officer, or designee, shall date and initial each line on which an entry has been changed, added, or deleted. Leave blank when no modification has been made.

Continued on the next page

F

Completing Part F

Complete Part F to record LWOP in excess of 6 months in a calendar year.

Use this table to complete Part F.

Item	County Office Instructions
49	List the names of the employers where LWOP was granted.
50	Enter effective date of each period of LWOP.
51	Enter date returned to duty from LWOP.
52	Enter the amount of time on LWOP by subtracting item 50 from item 51 for each period.
53	Enter LWOP in excess of 6 months in a calendar year. **Note:** Add LWOP time in the same calendar year together in item 52 to determine amount in excess for each calendar year.
54	Total LWOP in excess of 6 months.
55	CED, or designee, shall date and sign, indicating approval of all entries on FSA-67.
56 and 57	State Offices shall complete these items.

Item	State Office Instructions
56	The State Administrative Officer, or designee, shall date and initial each line on which an entry has been changed, added, or deleted. Leave blank when no modification has been made.
57	The State Administrative Officer, or designee, shall date and sign, indicating approval of all entries on FSA-67.

Continued on the next page

G
Example of FSA-67

This is an example of a completed FSA-67.

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-67 (09-23-98) — **U.S. DEPARTMENT OF AGRICULTURE** — Farm Service Agency

SERVICE COMPUTATION DATE AND RETIREMENT COVERAGE WORKSHEET
(To Be Completed by County Office and Verified by State Office)

1. Name *(Last, First, Middle Initial)*: Job, Iwanna

2. Date Entered On Duty *(Year, Month, Day)*: 2001-07-151

INSTRUCTIONS:
Enter date of appointment and date of separation for all full-time and part-time service. Add 1 to the separation day for each period of service. Add all appointment dates *(including date entered on duty)*. Add all separation dates. Subtract total separation dates from total appointment dates. *(For all "Year" categories include 4-digit numbers, for Months Show Numerical Equivalent.)*

PART A - DETERMINATION OF CREDITABLE SERVICE FOR LEAVE COMPUTATION DATE

3. EMPLOYER	4. APPOINTMENT DATE Year	Month	Day	5. SEPARATION DATE Year	Month	Day	15. STO MODIFICATION Date	Initials
U. S. Army - Active Duty	1983	01	05	1985	01	+1 ~~05~~ 06		
USDA - FSA Rains County	1994	09	26	1999	08	+3 ~~05~~ 12		
USDA - FSA Wood County	1999	08	12	2000	05	+1 ~~04~~ 05		
USDA - FSA Smith County	2000	07	09	2001	07	+1 ~~06~~ 07		

14. County Office Comments	6. Date Entered on Duty	2001	07	15	8. Total Separation Date		
	7. Total Appointment Dates	9977	+1 32	67	7985	21	30
	9. ***Minus*** Total Separation Date	7985	21	30	16. State Office Comments		
	10. Leave Computation Date	1992	12	07			
	11. ***Minus*** Intermittent Service *(See Part E)*		09	00			
	12. ***Plus*** Excess Leave Without Pay *(See Part E)*		01	18			
	13. Adjusted Leave SCD	1992	04	25			

PART B - DETERMINATION OF CREDITABLE SERVICE FOR RETIREMENT COMPUTATION DATE

17. EMPLOYER	18. APPOINTMENT DATE Year	Month	Day	19. SEPARATION DATE Year	Month	Day	29. STO MODIFICATION Date	Initials
U.S. Army - Active Duty	1983	01	05	1985	01	+1 ~~05~~ 06		
USDA - FSA Rains County	1994	09	26	1999	08	+3 ~~05~~ 12		
USDA - FSA Wood County	1999	08	12	2000	05	+1 ~~04~~ 05		

28. County Office Comments	20. Date Entered on Duty	2001	07	15	22. Total Separation Date		
Period of service from 7/9/00 through 7/6/01 is non-deductible time and is not creditable for retirement under FERS.	21. Total Appointment Dates	7977	+1 25	58	5984	14	23
	23. ***Minus*** Total Separation Date	5984	14	23	30. State Office Comments		
	24. Retirement Computation Date	1993	12	5			
Service in part E not listed in item 25 because it is not creditable for FERS.	25. ***Minus*** Intermittent Service *(See Part E)*						
	26. ***Plus*** Excess Leave Without Pay *(See Part E)*		01	18			
	27. Adjusted Retirement SCD	1994	01	23			

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Continued on the next page

FSA-67, Service Computation Date and Retirement Coverage Worksheet (Continued)

G
Example of
FSA-67
(Continued)

FSA-67 (Reverse) (09-23-98)

PART C - DETERMINATION OF CREDIBLE SERVICE FOR TSP COMPUTATION DATE *(Complete for FERS Employees Only.)*

	Year	Month	Day	35. STO MODIFICATION Date	Initials
31. Enter Service Computation Date for Leave	1992	04	25		
32. ***Plus*** Military Service	2	00	01		
33. TSP SCD	1994	04	26		

34. County Office Comments

Military time not creditable for TSP SCD
85-01-06
- 83-01-05
02-00-01

36. State Office Comments

PART D - RETIREMENT COVERAGE *(See 28-PM)*

37. ☑ FERS ☐ CSRS ☐ CSRS OFFSET ☐ FICA

39. STO MODIFICATION Date | Initials

38. County Office Comments

40. State Office Comments

FERS coverage - Intermittent service preformed after 12/31/88 is not eligible for service deposit and therefore not creditable for retirement.

PART E - CREDIBLE INTERMITTENT SERVICE INTERMITTENT/LWOP WORK SHEET

For intermittent service after February 28, 1986, use 2087-hour conversion chart. For intermittent service before March 1, 1986, use 260-day conversion chart. Do not allow credit in excess of actual calendar time for period cited.

41. EMPLOYER	42. DATES OF SERVICE From	To	43. INTERMITTENT TIME WORKED	44. CONVERTED CALENDER TIME Year	Mo.	Day	45. ACTUAL CALENDAR TIME Year	Mo.	Day	46. CREDITABLE SERVICE Year	Mo.	Day	48. STO MODIFICATION Date	Initials
UADA - ASCS Wood	90-06-04	90-09-29	24 days		01	03		03	26		01	03		
USDA - NRCS	91-02-09	91-10-05	190 days		08	23		07	27		7	27		
47. TOTAL CREDITABLE INTERMITTENT SERVICE											9	0		

PART F - RECORD OF LWOP IN EXCESS OF 6 MONTHS IN A CALENDAR YEAR

49. EMPLOYER	50. FROM Year	Month	Day	51. TO Year	Month	Day	52. TOTAL LWOP Year	Mo.	Day	53. TOTAL LWOP IN EXCESS Year	Mo.	Day	56. STO MODIFICATION Date	Initials
USDA LWOP	1996	01	09	1996	07	12		06	03			03		
USDA LWOP	1997	04	15	1997	07	30		03	15					
USDA Furlough	1997	09	01	1997	12	31		03	30		01	15		
54. TOTAL EXCESS LWOP											01	18		

55. CED SIGNATURE /s/ John C. Chief DATE 08-02-01

57. STATE OFFICE SIGNATURE /s/ Jane A. Officer DATE 08-09-01

WGI Waiting Periods

The following chart shows a simple method of establishing the effective date of WGI's.

1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002
11-17-91	11-15-92	11-14-93	11-13-94	11-12-95	11-10-96	11-09-97	11-08-98	11-07-99	11-05-00	11-04-01
12-01-91	11-29-92	11-28-93	11-27-94	11-26-95	11-24-96	11-23-97	11-22-98	11-21-99	11-19-00	11-18-01
12-15-91	12-13-92	12-12-93	12-11-94	12-10-95	12-08-96	12-07-97	12-06-98	12-05-99	12-03-00	12-02-01
12-29-91	12-27-92	12-26-93	12-25-94	12-24-95	12-22-96	12-21-97	12-20-98	12-19-99	12-17-00	12-16-01
01-12-92	01-10-93	01-09-94	01-08-95	01-07-96	01-05-97	01-04-98	01-03-99	01-02-00	12-31-00	12-30-01
01-26-92	01-24-93	01-23-94	01-22-95	01-21-96	01-19-97	01-18-98	01-17-99	01-16-00	01-14-01	01-13-02
02-09-92	02-07-93	02-06-94	02-05-95	02-04-96	02-02-97	02-01-98	01-31-99	01-30-00	01-28-01	01-27-02
02-23-92	02-21-93	02-20-94	02-19-95	02-18-96	02-16-97	02-15-98	02-14-99	02-13-00	02-11-01	02-10-02
03-08-92	03-07-93	03-06-94	03-05-95	03-03-96	03-02-97	03-01-98	02-28-99	02-27-00	02-25-01	02-24-02
03-22-92	03-21-93	03-20-94	03-19-95	03-17-96	03-16-97	03-15-98	03-14-99	03-12-00	03-11-01	03-10-02
04-05-92	04-04-93	04-03-94	04-02-95	03-31-96	03-30-97	03-29-98	03-28-99	03-26-00	03-25-01	03-24-02
04-19-92	04-18-93	04-17-94	04-16-95	04-14-96	04-13-97	04-12-98	04-11-99	04-09-00	04-08-01	04-07-02
05-03-92	05-02-93	05-01-94	04-30-95	04-28-96	04-27-97	04-26-98	04-25-99	04-23-00	04-22-01	04-21-02
05-17-92	05-16-93	05-15-94	05-14-95	05-12-96	05-11-97	05-10-98	05-09-99	05-07-00	05-06-01	05-05-02
05-31-92	05-30-93	05-29-94	05-28-95	05-26-96	05-25-97	05-24-98	05-23-99	05-21-00	05-20-01	05-19-02
06-14-92	06-13-93	06-12-94	06-11-95	06-09-96	06-08-97	06-07-98	06-06-99	06-04-00	06-03-01	06-02-02
06-28-92	06-27-93	06-26-94	06-25-95	06-23-96	06-22-97	06-21-98	06-20-99	06-18-00	06-17-01	06-16-02
07-12-92	07-11-93	07-10-94	07-09-95	07-07-96	07-06-97	07-05-98	07-04-99	07-02-00	07-01-01	06-30-02
07-26-92	07-25-93	07-24-94	07-23-95	07-21-96	07-20-97	07-19-98	07-18-99	07-16-00	07-15-01	07-14-02
08-09-92	08-08-93	08-07-94	08-06-95	08-04-96	08-03-97	08-02-98	08-01-99	07-30-00	07-29-01	07-28-02
08-23-92	08-22-93	08-21-94	08-20-95	08-18-96	08-17-97	08-16-98	08-15-99	08-13-00	08-12-01	08-11-02
09-06-92	09-05-93	09-04-94	09-03-95	09-01-96	08-31-97	08-30-98	08-29-99	08-27-00	08-26-01	08-25-02
09-20-92	09-19-93	09-18-94	09-17-95	09-15-96	09-14-97	09-13-98	09-12-99	09-10-00	09-09-01	09-08-02
10-04-92	10-03-93	10-02-94	10-01-95	09-29-96	09-28-97	09-27-98	09-26-99	09-24-00	09-23-01	09-22-02
10-18-92	10-17-93	10-16-94	10-15-95	10-13-96	10-12-97	10-11-98	10-10-99	10-08-00	10-07-01	10-06-02
11-01-92	10-31-93	10-30-94	10-29-95	10-27-96	10-26-97	10-25-98	10-24-99	10-22-00	10-21-01	10-20-02

Examples: The following are examples of how to use the WGI chart. If waiting period is:

- 52 weeks and last increase was effective 10-04-92, next increase is due 10-03-93
- 104 weeks and last increase was effective 11-14-93, next increase is due 11-12-95
- 156 weeks and last increase was effective 9-15-96, next increase is due 9-12-99.

FSA-689, Severance Pay Computation Data Entry

A
Purpose

Use FSA-689 to compute severance pay.

B
Instructions for Part A

The items on FSA-689 that require explanation are described in this table. Express all dates in 2-digit numbers.

Example: May 13, 2001, would be 05-13-01.

Item	Instruction
4 A 2	Enter leave SCD from FSA-50.
4 A 3	Enter the result of subtracting item 4 A 2 from item 4 A 1. **Note:** If the month entry in item 4 A 1 is less than the month entry in item 4 A 2, add 12 to the item 4 A 1 month entry and subtract 1 year.
4 B 1	Enter employee's age at separation by subtracting item 2 from item 4 A 1.
5 A	Enter "10" if employee has worked 10 or more years. If employee has worked less than 10 years, enter the applicable number of years.
5 C	Enter the total of item 5 A total plus item 5 B total.
5 D	Enter 10 percent.
5 F	Include number of years and whole quarters.
5 J	Enter the last day of pay period in which severance pay ends.
6	Use to document method of disbursing severance payments.

C
Instructions for Parts B and C

Complete Parts B and C only if postponement of severance pay will result in recredit of service based on later separation.